

OCCUPATIONAL OUTLOOK REPORT AND TRAINING DIRECTORY

SHASTA COUNTY **1997**

A PRODUCT OF

California Cooperative Occupational Information System

SPONSORED BY

Shasta County Private Industry Council
State of California Employment Development Department's
Labor Market Information Division
California Occupational Information Coordinating Committee

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INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Shasta County Private Industry Council (PIC) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is Shasta County's third year of participation.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information to aid in career decisions and employee selection.

Information in this report is specific to Shasta County. The reader will find summaries of 20 occupations that were surveyed during the Spring and Summer of 1997. Not all occupations included may be suitable for training at this time. The Supply and demand statements should be weighed before training decisions are made. However, omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time. The CCOIS project is limited in scope to 20 occupations each year. Different occupations will be selected for study in successive years.

For those wishing to access this information electronically, the publication will be available on the Internet—along with the reports of other local partners throughout the state—at the following address:
<http://www.calmis.cahwnet.gov/htmlfile/ccois/orr.htm>.

USES FOR THIS REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand, and sources for training.

Program Planning

This report provides local planners and administrators with employment data, training information, placement data, occupation size, and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new programs, or eliminate outdated programs.

Curriculum Design

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

Economic Development

Government agencies and economic development organizations will find the information on occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can more effectively market their programs by informing students, employers, and other interested parties that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion or relocation purposes.

This report is intended to be used as a reference base for these and many other staffing decisions. To maximize the use of this information, please contact the CCOIS Coordinator at the Shasta County Private Industry Council at (530) 245-1584.

INTERPRETATION OF OCCUPATIONAL SUMMARIES

Each occupational summary follows the same basic format as outlined below:

Occupation Title and Definition

Unless otherwise indicated, the titles and descriptions used for the Occupational Summaries are from the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics. Each occupation is identified by its unique 6-digit code number.

Alternate Titles

These are the most commonly used job titles as reported by employers responding to the survey. At times, alternate job titles may appear to encompass other occupations, however, this is due to variation in job title usage by actual employers.

of Firms Responding

Indicates total number of employers answering the "core required" questions of the survey (see *Sample CCOIS Employer Questionnaire* at the end of this report). Required responses are on questions 2, 3, 8, 10, 11, 12, 14, 17 & 18. The number of employers contributing data elements for the graph on Benefits may be less than the total number of responding firms; the actual number of contributing firms is noted.

Special Surveys

An occupational survey is designated as "special" when the number of employers available to survey is considerably less than the minimum normally acceptable according to CCOIS guidelines. An occupation's inclusion by this method is used when it exhibits strong career opportunity growth or merits observation for other compelling reasons. Such occupations are pre-cleared with LMID staff for suitability before surveying.

Wages

Wage data enables comparison of salary ranges across occupations. The data do not represent official prevailing wages. The wages are reported as ranges based on information collected from local employers and labor unions. The minimum wage figure used for this survey year's purposes is \$5.00 per hour. The following wage levels are used:

- **New Hires/No Experience:** Wages paid to trained or untrained persons, but without prior paid experience in the occupation.
- **New Hires/Experienced:** Wages paid to journey-level or experienced persons just starting at the firm.
- **Experienced after 3 Years with Firm:** Wages generally paid to persons with three years of journey-level experience at the firm.

Non-union wages are always listed first except when union employment in an occupation exceeds 50%; when the majority of employees are union members, the union wages are given first. An indication of "n/a" (not available) in the wages table means the particular wage range or median (level of worker experience) is not employed by responding employers. When an occupation has only non-union or only union employers responding, the table will reflect "n/a" appropriately.

Benefits

Benefit data reflects employer responses to eight (8) core employee offerings. These responses are captured in a horizontal bar graph. Other benefits offered by employers are summarized in narrative form below each graph.

Education, Training & Experience

This section indicates the education level of recent hires in the occupation. If employers require training or certification prior to employment, the type of training or certification is noted. When related work experience is required, a range of time expressed in months is shown based on employer responses. If prior training may substitute for related work experience it is so noted.

License/Certification Requirement: Indicates if a prospective employee is required to have a license or certificate. Information regarding licensing/certification was obtained from EDD's "Digest of Licensed Occupations," 1995 edition, and from the "California License Handbook," 5th edition, 1997.

Where reference is made using the terms **All**, **Almost All**, **Most**, **Many**, **Some**, or **Few**, the following guidelines apply:

- **All** = 100%
- **Almost All** = 80% up to but not including 100%
- **Most** = 60% up to but not including 80%
- **Many** = 40% up to but not including 60%
- **Some** = 20% up to but not including 40%
- **Few** = less than 20%

Where reference is made using the terms **Never**, **Sometimes**, **Usually**, or **Always**, the appropriate adverb used is the result of summarizing employer responses.

Skills Summary

This section contains a list of specific skills and personal traits that have been identified as being important in gaining entry to the occupation. The skills are listed as **Technical**, **Physical**, **Personal/Other**, or **Basic**. Both new skills and obsolete skills for an occupation were supplied by employer responses.

Supply & Demand Assessment

Information presented here reveals the primary methods employers use to recruit applicants. Employers were also asked to rate the degree of difficulty they had in finding two types of applicants: (1) fully experienced and qualified applicants, and (2) inexperienced applicants who meet your hiring standards. The following terms are used to describe the results:

- **Very Difficult:** Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- **Somewhat Difficult:** Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
- **A Little Difficult:** Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
- **Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

The graph reflecting employer reasons for filling vacancies in the past 12 months is comprised of four categories: (1) promotions, (2) employees leaving, (3) new positions, and (4) temporary hires. The reader should note that at times numbers shown in percentage form will not add up to total 100%; this is due to the process of computerized rounding and conversion from whole numbers to percentages.

Employment Trends

This section refers to occupational employment projections provided by the Employment Development Department. Employment indicators are projected for the period 1994 through 2001.

- **Size of Occupation:** An estimated range of the number of workers in the occupation in Shasta County. The scale used to measure occupation size is:

Small = 78 or less

Medium = 79 - 155

Large = 156 - 336

Very Large = 337 and above

- **Job Openings from Growth:** An estimate of the number of net gains from job growth. Net gain equals new jobs created minus jobs lost.

- **Job Openings from Separations:** An estimate of the number of job openings expected to occur as a result of workers retiring or leaving the occupation.
- **Annual Job Growth Rate:** The expected growth rate factor for 1997 for each occupation in Shasta County. This number is derived by dividing each occupation's period growth (from 1994-2001, or seven years) by Shasta County's overall period growth; this yields a comparison change factor for the occupation expressed in percentage form. The following terms describe annual job growth rate:

Much Faster than Average = 1.50% or more
Faster than Average = 1.10% to but not including 1.50%
Average = 0.90% to but not including 1.10%
Slower than Average = less than 0.90% but greater than zero
Remain Stable = zero
Slow Decline = less than zero

Other Information

- **Annual Turnover:** Turnover was calculated for each occupation based on vacancies filled resulting from promotions and employees leaving the firm in the past 12 months; this number is then divided by the total reported number of persons in the occupation, yielding an annual percentage rate.
- **Non-traditional Occupation for Women?:** Indicates whether or not women hold 25% or less of the positions in the occupation.
- **Promotional Opportunities:** Indicates whether or not employers promote from the occupation to other positions in the firm. If promotions are possible, then examples of job titles are cited based on employer responses.
- **Unionization:** Indicates the percentage of employees that are union members of the employer firms responding to the survey.
- **Major Employing Industries:** Data is based on EDD projections for Shasta County and responding employer data using the *Standard Industrial Classification Manual*. The designation "nec" indicates industries that are *not elsewhere classified*, providing a type of miscellaneous category.

PROGRAM METHODS

The Occupational Outlook Report & Training Directory is the product of a combined effort between the Private Industry Council (PIC) and EDD's Labor Market Information Division (LMID). PIC and LMID each have specific roles to make this publication possible. LMID provides the technical support, and the PIC gathers, analyzes, produces, and disseminates the information to the community. This section will describe the processes used in the project.

Occupation Selection

The PIC staff put together a preliminary list of occupations based upon:

- Occupations having a substantial employment base in Shasta County
- Indications that an occupation is "in demand" by either employers or job seekers
- Occupations are defined by the OES or DOT classification system
- Input from local training providers, client case managers, and private sector employers
- Anticipated needs of personnel responsible for the efforts of welfare-to-work and school-to-career

A community meeting was held with representatives present from community-based organizations, county and state government, and local businesses. The preliminary list of occupations was reviewed and discussed, and the attendees participated in the final selection process of the 20 surveyed occupations. The resulting list was sent to LMID for final approval, and then each occupation was defined using the OES title and code number.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was generated for each occupation. LMID staff, using detailed data bases of employer information and occupational staffing patterns within industries, chose a representative sample of employers for each of the occupations. The sample was carefully reviewed by PIC staff and employers were added to and deleted from each occupation to obtain a sample of 40 employers, or as many as could be found for each occupation. A minimum goal of 15 responding employers for each occupation is desired. However, only when the sample is exhausted and fewer than 15 employers ultimately respond is a lesser number allowed.

Questionnaire Development

A uniform questionnaire is used for all occupations. A sample questionnaire is included in the Appendix of this publication.

Survey Procedures

PIC used the following survey procedures:

- Staff utilized the employer sample listing to obtain telephone numbers of employers. Local directories and other resources were used to refine this listing to produce a successful telemarketing effort. Employers were eliminated from the list that were no longer in business or had no local address.
- Employers were called to verify company name, address, the existence of the occupation at the company, and the name of a contact person. A description of the survey was given and participation was encouraged. Employers were eliminated from the list if they did not employ an occupation (or occupations) for which they were listed in the sample. Employers refusing to respond were also noted.
- Cover letters and questionnaires were mailed to employers listed in the refined employer sample. Employers not responding to the mailing were contacted by phone to encourage them to mail back the questionnaire(s), to complete them by telephone, or to fax them.
- Completed questionnaires were reviewed by the PIC staff and LMID Site Analyst to monitor accuracy and completeness. Employers were contacted to clarify inconsistencies and to complete partial responses to meet final response goals.
- If a sufficient number of responses could not be obtained from the finalized sample, additional employers from other sources were contacted.
- In addition to local employers, PIC staff also solicited information from labor unions, training providers, and temporary agencies to obtain a more complete view of the occupations.

Tabulation and Results

PIC staff entered survey responses into a database and tabulations were produced. The data were analyzed, reviewed, and a narrative report was written. The final product is the *Occupational Outlook Report & Training Directory* which provides occupational summaries for each job title and a listing of available Shasta County training providers. Each occupational summary provides information on: wages, benefits, levels of education, training, work experience, important skills, supply and demand assessment, employment trends, and other information.

Specific employer information obtained during the survey is held in strict confidence, affording safety and anonymity to each participating employer.

OCCUPATIONAL SUMMARIES

Accountants & Auditors

OES Code: 211140

Alternate Titles: Staff Accountant, Senior Accountant

17 Firms Responding Representing 85 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$8.87-11.03	\$9.59	\$9.59-11.70	\$10.93
New Hires/Experienced	\$6.35-23.97	\$12.93	\$11.99-13.81	\$12.89
Experienced after 3 yrs with firm	\$7.00-27.57	\$16.13	\$15.69-17.74	\$16.11

Note: Few non-union firms with higher pay scales hire entry level workers, while other firms with lower pay scales do not hire entry level workers. This has the effect of pulling down the "Experienced" range of wages in comparison to "New Hires/No Experience."

F/T workers (95% of employees) work an average of 40 hrs/wk; P/T workers (4%) average 30 hrs/wk; Temp/On-call workers (1%) average 40 hrs/wk. Few employers give discretionary bonuses to employees in this occupation.

BENEFITS 17 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans, cafeteria benefit plans, long-term disability insurance, health care reimbursement, child care reimbursement, tuition reimbursement, or paid holidays. Few employers require benefit co-payments during the first year of employment or have a waiting period for certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Almost all recent hires have a bachelor degree, and few recent hires have done graduate study. Few employers require CPA certification, a bachelor degree, or 3 yrs experience prior to employment. Most employers always require related work experience of 12-120 months in accounting, finance, or bookkeeping. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes, if Certified Public Accountant status is required by the job. Requirements are: a bachelor degree with a min. of 20 semester units in accounting and 10 semester units in business subjects or the reverse, or 2 CLEP exams and 10 semester units in accounting with 120 college-level semester units at an accredited institution. Must pass CPA exam and have 2-4 yrs accounting experience.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Business math
- Government accounting
- Ability to conduct an audit
- Cost accounting
- Tax accounting
- Estate planning
- Financial planning
- Ability to use accounting software
- Bondable
- Certified Public Accountant
- Verbal presentation

- Ability to write effectively
- Problem solving

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure
- Customer service

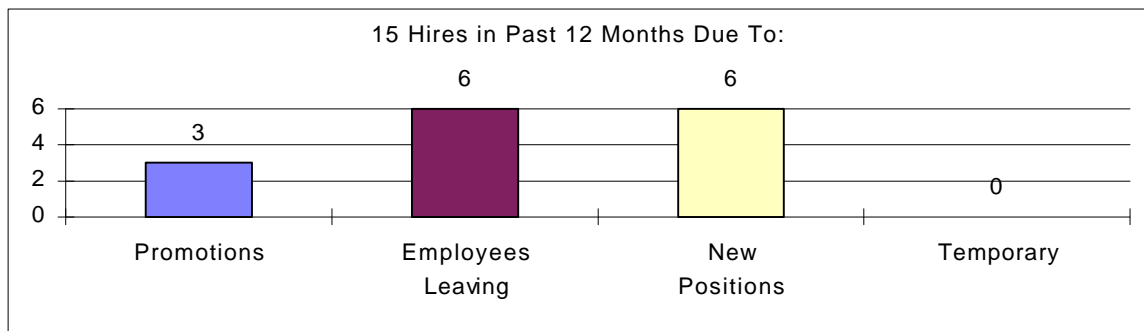
Basic Skills:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Almost all employers seek spreadsheet and word processing skills in employees, and many seek database skills. Some employers seek skills in specific accounting software packages. Over the next three years, some employers noted that increased computer or other information management skills will be needed in this occupation. Obsolete skills are hand-prepared ledgers.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads, and many recruit by in-house promotion or transfer. Almost all employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 73% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 260 - 280 (large)

Job Openings from Growth: 20 positions

Job Openings from Separations: 40 positions

Annual Job Growth Rate: 1.1% (faster than average)

Note: Actual positions filled in the past 12 months (15 positions) represent an 18% increase for that period, which is consistent with the 1994-2001 designation of *faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report an 11% annual turnover rate.

Non-traditional Occupation for Women? No, 65% of accountants & auditors are women.

Promotional Opportunities: Almost all employers promote from this occupation to other positions such as account manager, senior accountant, accounting/office manager, or finance manager.

Unionization: Yes. 22% of the employees covered by the survey are union members.

Major Employing Industries: Accounting, auditing, & bookkeeping services; government (executive & legislative offices, and public finance, taxation, & monetary policy); saw/planing/paper mills.

Automotive Mechanics

OES Code: 853020

Alternate Titles: Auto Tech, Smog Tech, Brake/Alignment Tech

17 Firms Responding Representing 141 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

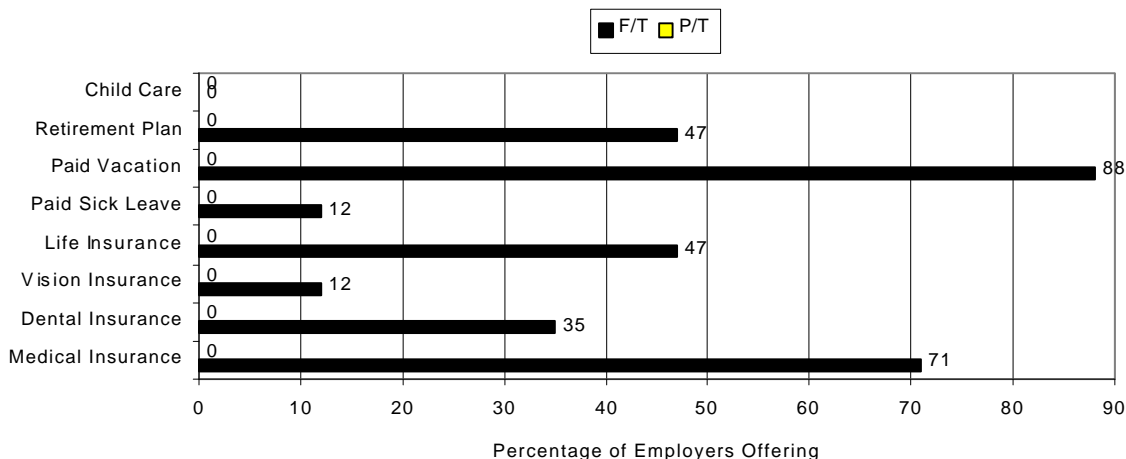
Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-12.00	\$7.10	n/a	n/a
New Hires/Experienced	\$5.00-16.00	\$10.75	n/a	n/a
Experienced after 3 yrs with firm	\$7.00-22.00	\$12.25	n/a	n/a

F/T workers (99% of employees) work an average of 41 hrs/wk; P/T workers (1%) average 30 hrs/wk. Some employers pay 10-20% commission on labor and/or parts in addition to hourly wages; few employers pay employees 100% by commission.

BENEFITS 17 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans. Few employers require benefit co-payments or have a waiting period for certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have some college, but no degree, and some have a high school diploma or equivalent. Many employers require ASE certification, technical school training, smog certification, or transmission repair experience. Most employers always require related work experience of 6-51 months in automotive work such as lubrication, brake/steering, smog, or transmission. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes. Smog Techs must have 2 yrs of qualifying, verifiable automotive experience and/or training, or have completed an 80-hr clean air car course at a Bureau of Automotive Repair certified school within previous two years. They must achieve a score of 75% on both tests in a two-part exam. Brake Adjustment Techs must achieve a passing score of 70% on a 100 question test.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to operate electronic automotive diagnostic equipment
- Ability to repair brakes
- Ability to repair vehicle heaters
- Ability to repair vehicle air conditioners
- Ability to repair carburetors
- Ability to implement safe work practices
- Ability to tune up engines
- Arc welding
- Gas welding
- Ability to repair emission controls
- Ability to repair fuel injection systems
- Front-end alignment

- Certified as a Smog Control Mechanic
- Possession of a Brake Check Certificate
- Certified in Auto Service Excellence (ASE)
- Certified in auto air cond., maint., & repair
- Possession of a valid driver's license

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to work independently
- Possession of a good DMV driving record

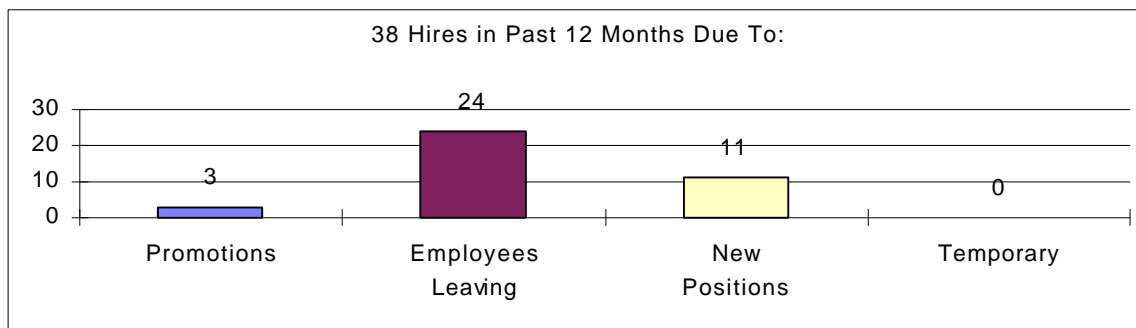
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral Communication

Few employers seek database, word processing, custom software order entry, and basic keyboarding skills in employees. Over the next three years, many employers noted that increased computer skills will be needed in this occupation. Some employers noted that electronics and smog training will be needed.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by employees' referrals and hiring unsolicited applicants. Many employers recruit by newspaper ads and in-house promotion or transfer. Most employers project that this occupation will **grow** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 380 - 440 (very large)

Job Openings from Growth: 60 positions

Job Openings from Separations: 80 positions

Annual Job Growth Rate: 2.3% (much faster than average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 19% annual turnover rate.

Non-traditional Occupation for Women? Yes, 0% of automotive mechanics are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as service manager or shop foreman.

Unionization: No.

Major Employing Industries: Motor vehicle dealers; general automotive & transmission repair shops.

Bakers - Bread & Pastry

OES Code: 650210

Alternate Titles: Doughnut/Bagel Cook, Apprentice Baker

15 Firms Responding Representing 60 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

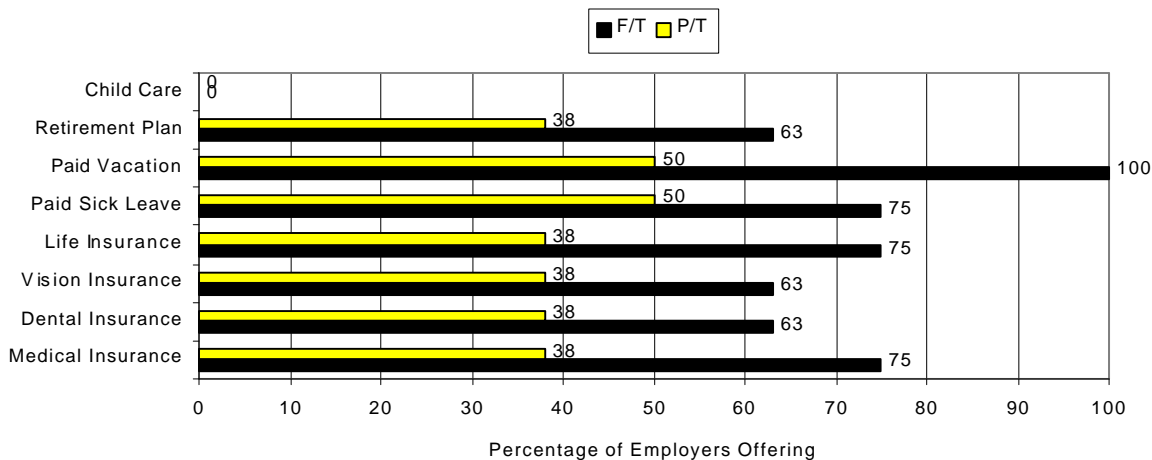
Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-7.30	\$5.08	\$6.50-7.00	\$6.75
New Hires/Experienced	\$5.00-10.00	\$6.50	\$7.00-8.50	\$7.75
Experienced after 3 yrs with firm	\$6.00-12.00	\$7.50	\$8.00-13.30	\$10.65

F/T workers (50% of employees) work an average of 39 hrs/wk; P/T workers (50%) average 24 hrs/wk.

BENEFITS 8 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans or cafeteria benefit plans. Few employers have a waiting period for certain benefits or minimum-hours-worked requirement in order to participate in certain benefits. Employee contributions may be required to receive certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

All recent hires have a high school diploma or equivalent. Few employers require culinary arts training prior to employment. Many employers usually require related work experience of 3-60 months in baking, doughnut or bagel making, or food service. Many employers usually allow training to substitute for work experience.

License/Certification Requirement: No.

Bakers - Bread & Pastry

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Mastery of baking equipment
- Pastry making
- Pastry decorating

Physical Skills:

- Pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hrs
- Ability to lift at least 25 lbs repeatedly

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure

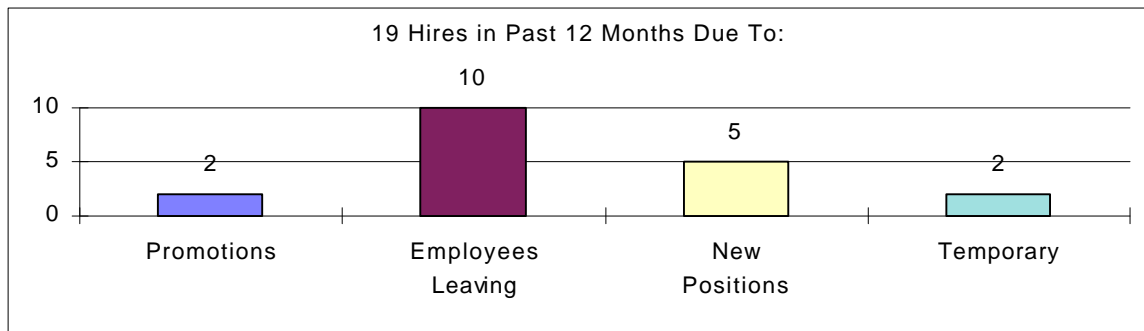
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Over the next three years, few employers noted that computer skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by employees' referrals, and most hire unsolicited applicants. Many employers are evenly divided in projecting whether this occupation will remain stable or grow. However, employers having 58% of the employees in this occupation predict it will **grow** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 100 - 130 (medium)

Job Openings from Growth: 30 positions

Job Openings from Separations: 20 positions

Annual Job Growth Rate: 4.3% (much faster than average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 20% annual turnover rate.

Non-traditional Occupation for Women? No, 38% of bread & pastry bakers are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as sales, certified trainer, supervisor, or manager.

Unionization: Yes. 10% of the employees covered by the survey are union members.

Major Employing Industries: Groceries & related products (nec); grocery stores; retail bakeries.

Cooks - Specialty Fast Food

OES Code: 650320

Alternate Titles: Pizza Cook, Kitchen Employee, Team/Crew Member
15 Firms Responding Representing 196 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

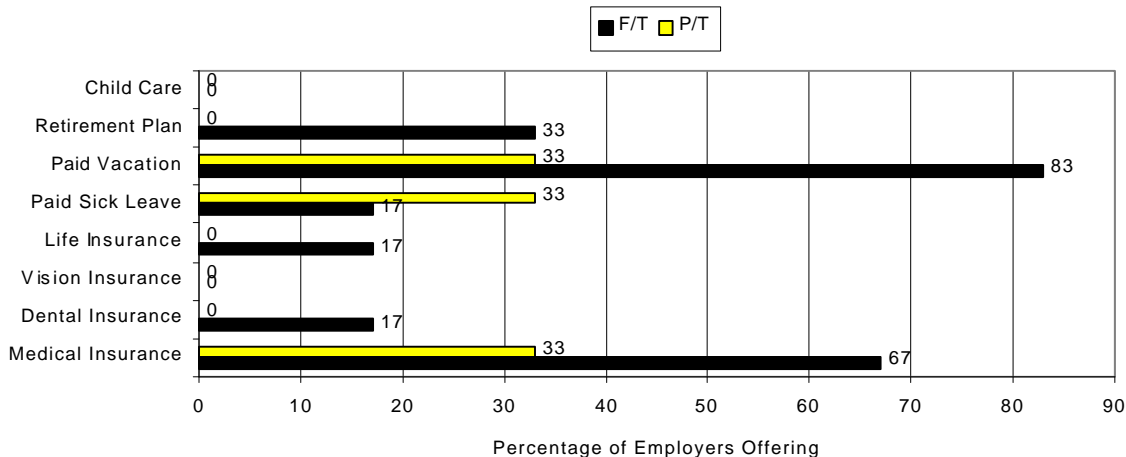
Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish & chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-5.25	\$5.00	n/a	n/a
New Hires/Experienced	\$5.00-6.00	\$5.00	n/a	n/a
Experienced after 3 yrs with firm	\$5.25-8.00	\$6.50	n/a	n/a

F/T workers (33% of employees) work an average of 29-39 hrs/wk; P/T workers (66%) average 25 hrs/wk; Seasonal workers (2%) average 28 hrs/wk. Few employers start new hires at a training wage which is 85% of the minimum wage (\$4.25/hr) or more for the first 160 hrs of employment.

BENEFITS 6 firms responded to this survey question.



EDUCATION, TRAINING, & EXPERIENCE

Almost all recent hires have a high school diploma or equivalent. Few recent hires have less than a high school diploma or equivalent. Many employers never require related work experience, but some employers sometimes require related work experience of 3-12 months in food prep, fast food cooking, cashiering, or waiter/waitress work. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

Cooks - Specialty Fast Food

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

Ability to operate a cash register

Physical Skills:

Ability to pass a pre-employment medical examination

Ability to stand continuously for 2 or more hrs

Ability to lift at least 30 lbs repeatedly

Personal or Other Skills:

Willingness to work with close supervision

Public contact

Ability to work independently

Ability to work under pressure

Basic Skills:

Ability to follow oral instructions

Basic math

Ability to read and follow instructions

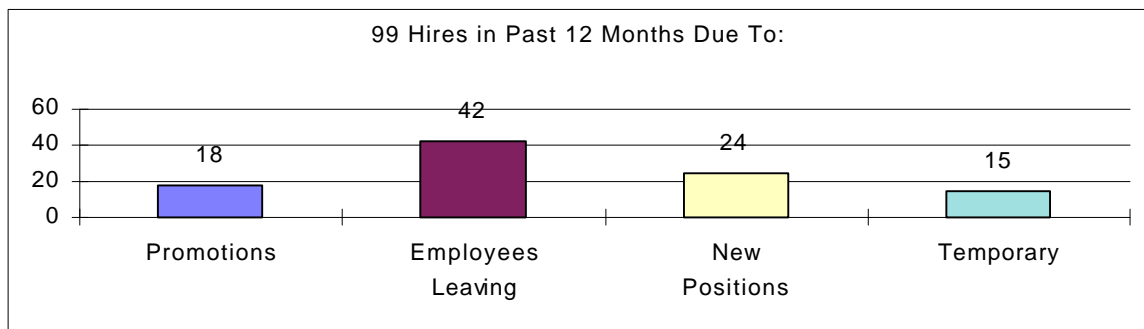
Ability to write legibly

Oral Communication

Over the next three years, few employers noted that learning to use computer technology to process orders will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by employees' referrals, and most hire unsolicited applicants. Most employers project that this occupation will **grow** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 320 - 360 (very large)

Job Openings from Growth: 40 positions

Job Openings from Separations: 70 positions

Annual Job Growth Rate: 1.8% (much faster than average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 31% annual turnover rate.

Non-traditional Occupation for Women? No, 59% of specialty fast food cooks are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as supervisor, shift manager, assistant manager, or manager.

Unionization: No.

Major Employing Industries: Eating places; amusement & recreation services (nec).

Correction Officers & Jailers

Alternate Titles: Deputy Sheriff

Note: This is a SPECIAL SURVEY

OES Code: 630170

2 Firms Responding Representing 62 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES

Hourly Wage	Union Range	Union Median	Non-union Range	Non-union Median
New Hires/No Experience	\$13.61-13.61	\$13.61	n/a	n/a
New Hires/Experienced	\$13.55-13.81	\$13.68	n/a	n/a
Experienced after 3 yrs with firm	\$15.25-22.07	\$18.66	n/a	n/a

F/T workers (92% of employees) work an average of 40 hrs/wk; Temporary/On-Call workers (8%) average 20 hrs/wk.

BENEFITS 2 firms responded to this survey question.



EDUCATION, TRAINING, & EXPERIENCE

All recent hires have an associate degree. One employer requires completion of P.O.S.T. academy training prior to employment. One employer always requires related work experience of 12-24 months as a deputy sheriff or correctional officer. One employer sometimes allows training to substitute for work experience.

License/Certification Requirement: No.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to plan and organize the work of others
- Supervising
- Ability to administer emergency first aid
- Possession of a Firearms Qualifications Card
- Ability to write effectively

Physical Skills:

- Ability to pass a pre-employment medical examination
- Ability to pass a physical performance test

Personal or Other Skills:

- Understanding of a variety of cultures
- Ability to handle crisis situations
- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure

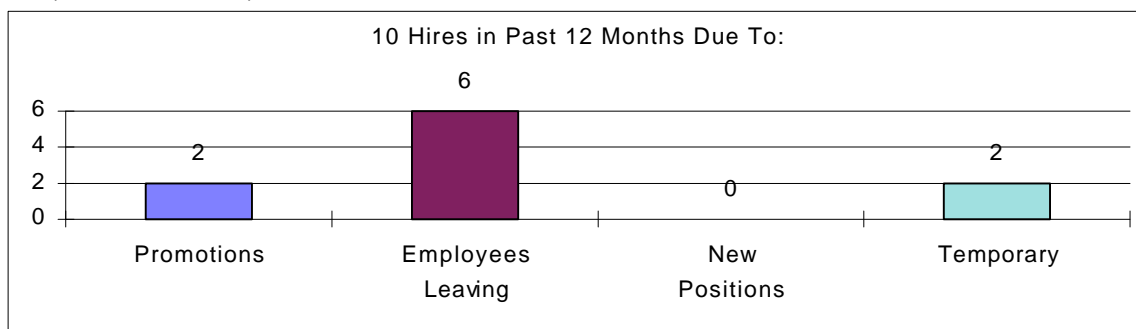
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Both employers seek word processing skills in employees. Over the next three years, one employer noted that increased computer knowledge will be needed; the other employer noted that enhanced communications or interpersonal skills will be needed in the occupation.

SUPPLY & DEMAND ASSESSMENT

One employer recruits by in-house promotion or transfer, and the other employer recruits by internal personnel applicant lists. Both employers project that this occupation will **remain stable** over the next three years. However, hiring in the past 12 months indicates a growth pattern consistent with projected county employment trends in this occupation. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Not Difficult

Inexperienced Applicants: Not Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 50 - 70 (small)

Job Openings from Growth: 20 positions

Job Openings from Separations: 10 positions

Annual Job Growth Rate: 5.7% (much faster than average)

Note: Actual positions filled in the past 12 months (10 positions) represent a 16% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 13% annual turnover rate.

Non-traditional Occupation for Women? No, 26% of correction officers & jailers are women.

Promotional Opportunities: Both employers promote from this occupation to other positions such as sergeant, lieutenant, or captain.

Unionization: Yes. 100% of the employees covered by the survey are union members.

Major Employing Industries: Correctional institutions.

Dental Hygienists

OES Code: 329080

Alternate Titles: Registered Dental Hygienist (RDH)

17 Firms Responding Representing 32 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

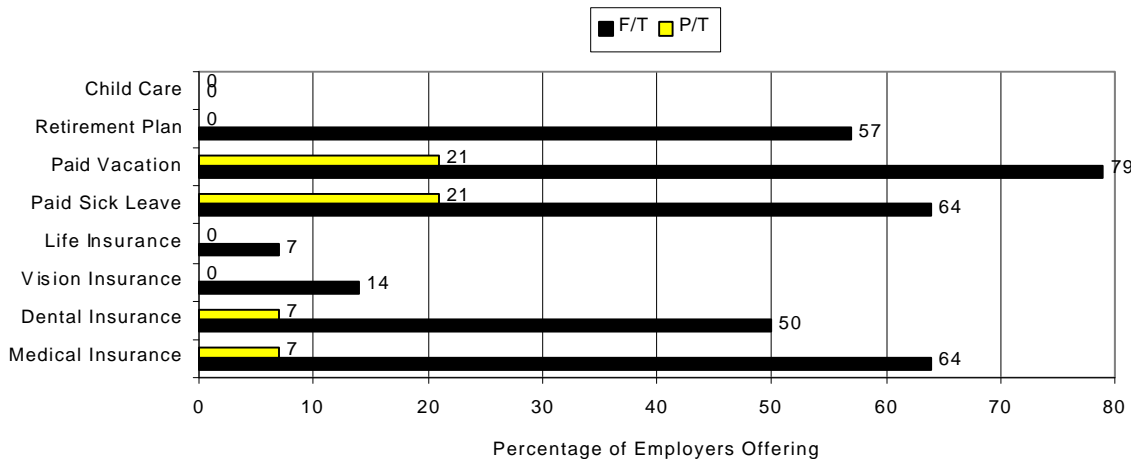
Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$20.00-34.00	\$31.25	n/a	n/a
New Hires/Experienced	\$20.00-35.00	\$31.25	n/a	n/a
Experienced after 3 yrs with firm	\$25.00-37.50	\$33.63	n/a	n/a

F/T workers (44% of employees) work an average of 29-40 hrs/wk; P/T workers (53%) average 15 hrs/wk; Temp/On-call workers (3%) average 6 hrs/wk. Few employers pay commissions of 10% on work done or give daily bonuses of \$10-50 to employees with 3+ yrs experience with the firm.

BENEFITS 14 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans or profit sharing, after a minimum waiting period.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have an associate degree, and some have a bachelor degree. Few recent hires have done graduate study. Most employers require RDH certification prior to employment. Few employers require a bachelor degree in Dental Hygiene. Many employers always require related work experience of 6-23 months as a registered dental hygienist. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes. The Committee on Dental Auxiliaries offers a performance exam upon graduation from a board-approved dental hygiene program.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to follow laboratory procedures
- Supervision
- Ability to perform or assist with dental procedures
- Understanding of good diet and nutrition
- General clerical
- Record keeping
- Knowledge of anesthesiology

- Possession of a Radiation Safety Certificate
- Ability to write effectively

Personal or Other Skills:

- Willingness to work with close supervision
- Public Contact
- Ability to work independently

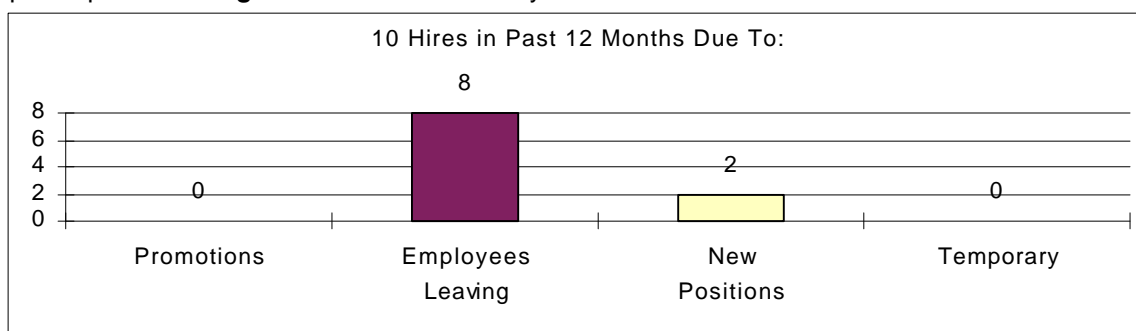
Basic Skills:

- Ability to read and follow instructions
- Ability to write legibly
- Oral Communications

Few employers seek word processing skills in employees. Over the next three years, few employers noted that increased computer skills, sealant placement, or anesthesia usage skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads, and many recruit by employees' referrals. Many employers are divided in projecting whether this occupation will remain stable or grow. However, employers having 72% of the employees in this occupation predict it will **grow** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 110 - 130 (Medium)

Job Openings from Growth: 20 positions

Job Openings from Separations: 10 positions

Annual Job Growth Rate: 2.6% (much faster than average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 25% annual turnover rate.

Non-traditional Occupation for Women? No, 100% of dental hygienists are women.

Promotional Opportunities: Almost all employers do not promote from this occupation to other positions.

Unionization: No.

Major Employing Industries: Offices & clinics of dentists.

Food Preparation Workers

OES Code: 650380

Alternate Titles: Deli Worker, Cafeteria Assistant, Diet Aide

15 Firms Responding Representing 110 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

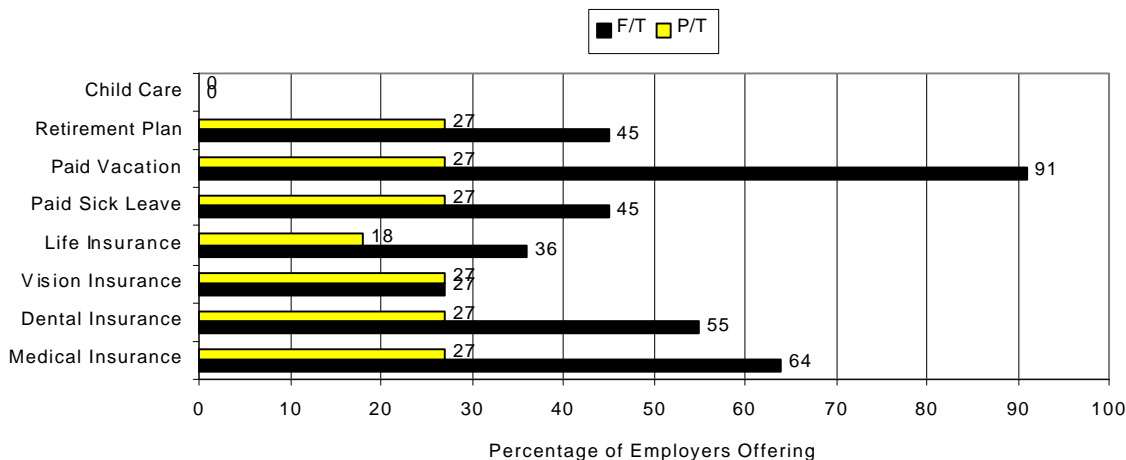
Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-6.00	\$5.00	\$6.72-7.38	\$7.05
New Hires/Experienced	\$5.00-6.10	\$5.50	\$7.43-7.75	\$7.59
Experienced after 3 yrs with firm	\$5.84-8.00	\$6.50	\$7.43-8.50	\$7.97

F/T workers (43% of employees) work an average of 16-39 hrs/wk; P/T workers (56%) average 18 hrs/wk; Temporary/On-Call workers (1%) average 8 hrs/wk.

BENEFITS 11 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans or cafeteria benefit plans. Some employers have a minimum-hours-worked requirement in order to participate in certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Almost all recent hires have a high school diploma or equivalent. Few recent hires have less than a high school diploma or equivalent. Many employers never require related work experience, but some employers sometimes require related work experience of 3-11 months in dish washing, food prep/service, or prep cooking. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

Food Preparation Workers

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Sandwich making
- Ability to operate a cash register
- Salad making
- Certified as a food handler
- Knowledge of sanitary work environment
- Ability to handle multiple food orders in a timely fashion

Physical Skills:

- Ability to pass a pre-employment medical examination
- Ability to stand continuously for 2 or more hrs
- Ability to work rapidly

Ability to lift at least 30 lbs repeatedly

Personal or Other Skills:

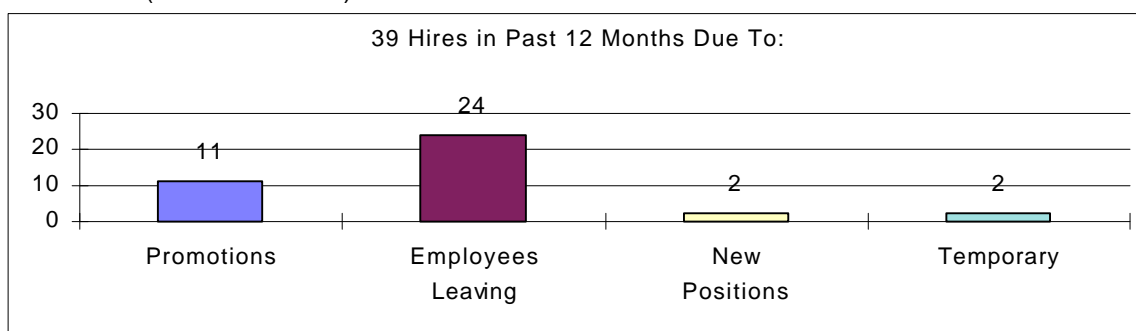
- Willingness to work with close supervision
- High standards of personal cleanliness
- Public contact
- Ability to work independently
- Ability to work under pressure

Basic Skills:

- Ability to follow oral instructions
- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral Communication

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by employees' referrals and newspaper ads. Many employers hire unsolicited applicants and utilize the Employment Development Department's hiring services. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 51% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 690 - 760 (very large)

Job Openings from Growth: 70 positions

Job Openings from Separations: 70 positions

Annual Job Growth Rate: 1.4% (faster than average)

Note: Actual positions filled in the past 12 months (39 positions) represent a 35% increase for that period, which is consistent with the 1994-2001 designation of *faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 32% annual turnover rate.

Non-traditional Occupation for Women? No, 81% of food preparation workers are women.

Promotional Opportunities: Almost all employers promote from this occupation to other positions such as cook, assistant manager, or manager.

Unionization: Yes. 35% of the employees covered by the survey are union members.

Major Employing Industries: Elementary & secondary schools; skilled nursing care facilities; eating places.

Gardeners, Groundskeepers - except farm

Alternate Titles: Landscaper, Landscape Maintenance Person, Laborer
16 Firms Responding Representing 85 Employees

OES Code: 790300

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Please do not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-8.00	\$6.00	\$8.99-10.12	\$10.03
New Hires/Experienced	\$5.15-9.00	\$6.50	\$9.92-10.45	\$10.12
Experienced after 3 yrs with firm	\$6.25-12.00	\$8.65	\$10.09-11.29	\$11.17

F/T workers (60% of employees) work an average of 40 hrs/wk; P/T workers (12%) average 19 hrs/wk; Temporary/On-Call workers (1%) average 6 hrs/wk; Seasonal workers (27%) average 39 hrs/wk.

BENEFITS 11 firms responded to this survey question.



Other benefits that may be offered are: long-term disability insurance or a payroll deduction for child care. Few employers may require a co-payment on benefits during the first year of employment or have a waiting period for certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have a high school diploma or equivalent, and some have some college, but no degree. Few employers require ornamental horticulture classes, spraying, or mechanical skills prior to employment. Many employers usually require related work experience of 12-36 months in groundskeeping, landscaping, or maintenance. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No, except in the event that a person performs pest control for hire incidental to their business of maintenance gardening; in such cases the individual needs a Pest Control Business License. Information can be obtained from the Licensing & Certification Program of the CA Department of Pesticide Regulation or the County Agricultural Commissioner's Office in Sacramento, CA.

Gardeners, Groundskeepers - except farm

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Knowledge of horticulture
- Lawn and garden care
- Pruning
- Plumbing repair
- Knowledge of gardening tools
- Ability to operate tractors
- Knowledge of pesticides and herbicides
- Sprinkler installation
- Sprinkler repair
- Possession of a valid driver's license

Physical Skills:

- Ability to lift at least 75 lbs repeatedly

Personal or Other Skills:

- Possession of a reliable vehicle
- Willingness to work with close supervision
- Public contact
- Ability to work independently

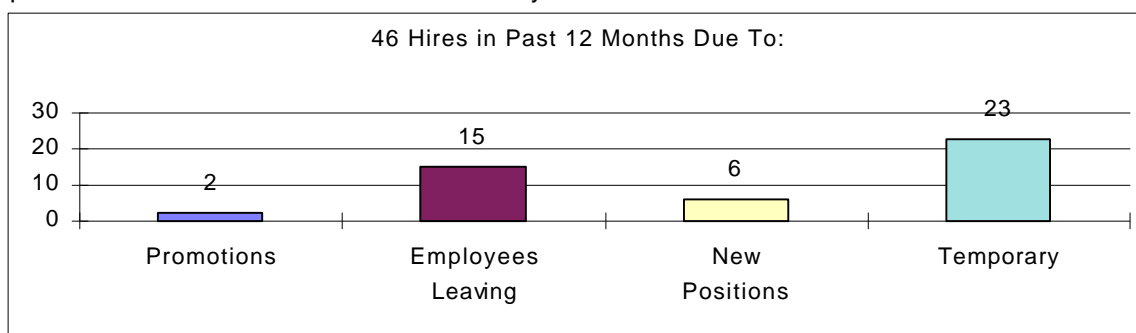
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Over the next three years, few employers noted that safety training will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads, and many recruit by employees' referrals. Most employers project that this occupation will **remain stable** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 140 - 150 (medium)

Job Openings from Growth: 10 positions

Job Openings from Separations: 20 positions

Annual Job Growth Rate: 1.0% (average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 20% annual turnover rate.

Non-traditional Occupation for Women? Yes, only 5% of gardeners & groundskeepers are women.

Promotional Opportunities: Many employers promote from this occupation to other positions such as crew leader, foreman, or supervisor.

Unionization: Yes. 15% of the employees covered by the survey are union members.

Major Employing Industries: Lawn & garden services; membership sports & recreation clubs; colleges, universities, & professional schools.

General Office Clerks

OES Code: 553470

Alternative Titles: Clerk, Clerk Typist, Office Assistant

19 Firms Responding Representing 102 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

WAGES

Hourly Wage	Union Range	Union Median	Non-union Range	Non-union Median
New Hires/No Experience	\$8.11-11.23	\$9.15	\$5.00-8.39	\$6.00
New Hires/Experienced	\$8.11-11.23	\$9.91	\$5.87-9.03	\$7.00
Experienced after 3 yrs with firm	\$9.35-12.33	\$10.53	\$6.00-11.00	\$9.00

F/T workers (64% of employees) work an average of 40 hrs/wk; P/T workers (29%) average 23 hrs/wk; Temporary/On-Call workers (7%) average 30 hrs/wk.

BENEFITS 19 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans, disability insurance, cafeteria benefit plans, or paid time off. Few employers have a waiting period or minimum-hours-worked requirement in order to participate in certain benefits, or require employees to pay for dependents' insurance coverage.

EDUCATION, TRAINING, & EXPERIENCE

Many recent hires have some college, but no degree, and many have a high school diploma or equivalent. Some employers require typing certification, clerical/office skills training, or knowledge of insurance codes prior to employment. Many employers usually require related work experience of 3-24 months in general office clerical or secretary/receptionist tasks. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Record keeping
- Alphabetic & numeric filing
- Ability to operate 10-key adding machine by touch
- Ability to operate a transcribing machine
- English grammar, spelling, & punctuation
- Telephone answering
- Ability to write effectively
- Ability to type at least 45 wpm

Personal or Other Skills:

- Ability to perform routine, repetitive work
- Willingness to work with close supervision
- Public contact
- Ability to work independently

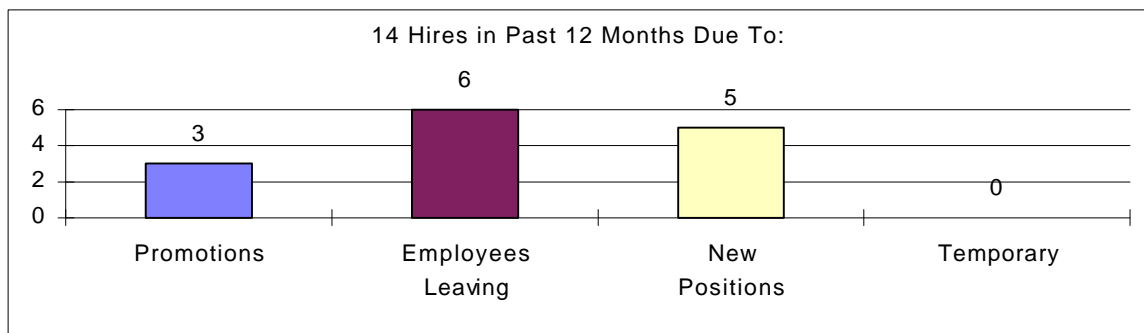
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Almost all employers seek word processing skills in employees, and many seek spreadsheet skills. Some employers also seek database skills in employees. Over the next three years, many employers noted that increased computer skills will be needed in this occupation. Obsolete skills are typing, shorthand, operation of mechanical office equipment, and paper job-costing/bookkeeping.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by in-house promotion or transfer, and many recruit by newspaper ads. Most employers project that this occupation will **remain stable** over the next three years.



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: A Little Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 1580 - 1670 (very large)

Job Openings from Growth: 90 positions

Job Openings from Separations: 270 positions

Annual Job Growth Rate: 0.8% (slower than average)

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 9% annual turnover rate.

Non-traditional Occupation for Women? No, 97% of general office clerks are women.

Promotional Opportunities: Almost all employers promote from this occupation to other positions such as higher level clerk classifications, senior office assistant, or office manager.

Unionization: Yes. 64% of the employees covered by the survey are union members.

Major Employing Industries: Executive & legislative offices combined (govt.); community colleges & technical institutes; grocery stores; individual & family social services.

Human Service Workers

Alternative Titles: Community Skills Specialist, Service Coordinator, Client Advocate, Social Worker, Substance Abuse Counselor
18 Firms Responding Representing 193 Employees

OES Code: 273080

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential Counselors and Psychiatric Technicians.

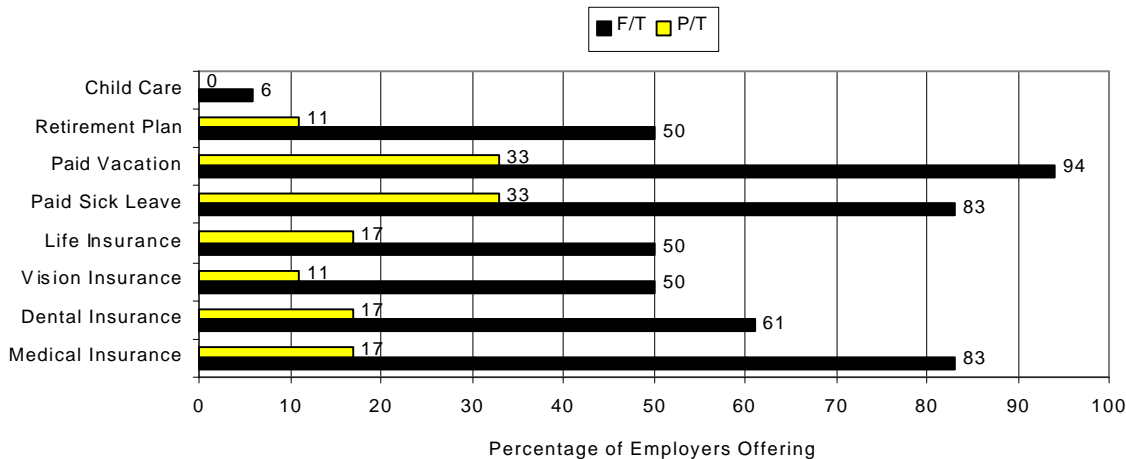
WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-14.47	\$6.90	\$16.42-16.42	\$16.42
New Hires/Experienced	\$5.00-14.47	\$9.68	\$11.99-16.42	\$14.20
Experienced after 3 yrs with firm	\$5.25-17.77	\$11.84	\$14.38-19.86	\$17.12

Note: Few union firms with higher pay scales hire entry level workers, while other union firms with lower pay scales do not hire entry level workers. This has the effect of pulling down the "Experienced" range of wages in comparison to "New Hires/No Experience."

F/T workers (68% of employees) work an average of 40 hrs/wk; P/T workers (32%) average 31 hrs/wk. Few employers give quarterly bonuses of 1-1½% of business profits.

BENEFITS 18 firms responded to this survey question.



Other benefits that may be offered are: 403(b) retirement plans, paid holidays, after-school child care programs, or child care cafeteria plans. Few employers have a waiting period for certain benefits or prorate benefits for P/T employees.

EDUCATION, TRAINING, & EXPERIENCE

Recent hires in this occupation have attained one of three educational levels: some have a bachelor degree, some have some college, but no degree, and some have a high school diploma or equivalent. Most employers require substance abuse certification, a bachelor or masters degree in social sciences, or CPR/First Aid prior to employment. Many employers always require related work experience of 3-48 months in social or human services work, drug & alcohol services, or counseling. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No. However, it may be helpful for employees of this occupation who work with programs involving alcohol and/or drug abuse to obtain the appropriate certification(s) from the California Certification Board of Alcohol and Drug Counselors in Sacramento, CA.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Record keeping
- Knowledge of geriatrics
- Knowledge of veterans services
- Ability to treat substance abuse
- Knowledge of protective services for children & adults
- Ability to interview others for information
- Food buying
- Menu planning
- Possession of a valid driver's license

Ability to write effectively

Personal or Other Skills:

- Understanding of a variety of cultures
- Willingness to work with close supervision
- Ability to work independently

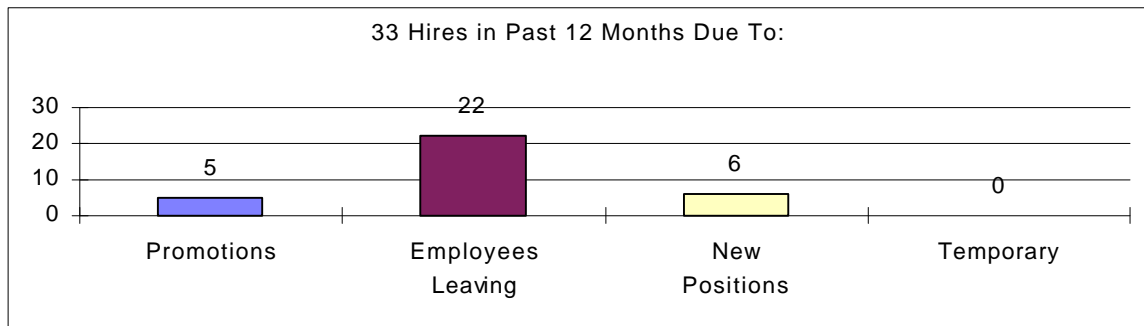
Basic Skills:

- Ability to think logically
- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Many employers seek word processing skills in employees. Few employers seek spreadsheet and database skills in employees. Over the next three years, some employers noted that increased computer skills will be needed in this occupation. Few employers noted that skills such as more ECE training, CADC certification, adoption training, or employee flexibility with changing programs will be needed. Obsolete skills are typing and programs using only 12-step methods.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by newspaper ads. Many employers recruit through in-house promotion or transfer, employees' referrals, and utilization of the Employment Development Department's hiring services. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 42% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 150 - 210 (large)

Job Openings from Growth: 60 positions

Job Openings from Separations: 30 positions

Annual Job Growth Rate: 5.7% (much faster than average)

Note: Actual positions filled in the past 12 months (33 positions) represent a 17% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 14% annual turnover rate.

Non-traditional Occupation for Women? No, 81% of human service workers are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as lead supervisor, senior advocate, or program specialist/manager.

Unionization: Yes. 8% of the employees covered by the survey are union members.

Major Employing Industries: Individual & family social services; social services (nec); residential care.

Kindergarten Teachers

OES Code: 313022

Alternate Titles: Primary Teacher, Montessori Teacher

22 Firms Responding Representing 67 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

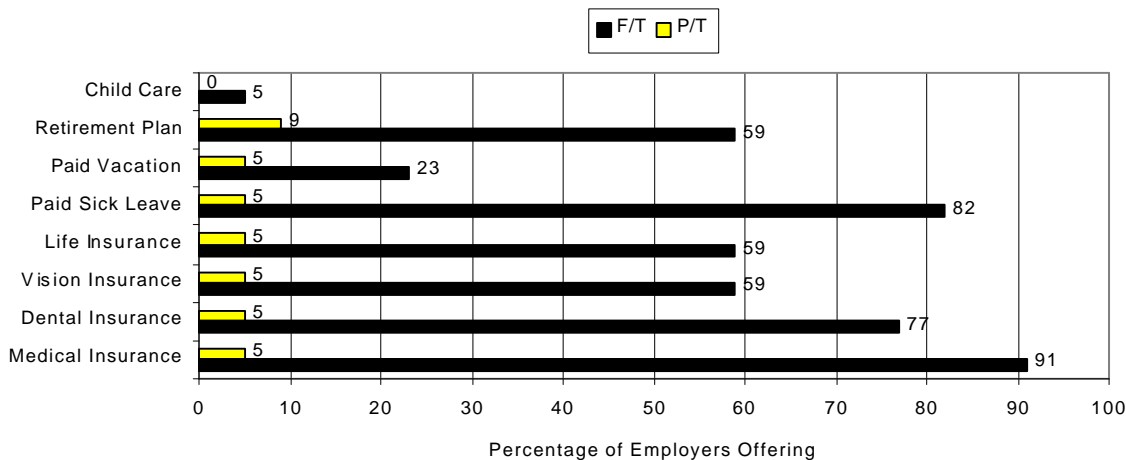
Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

WAGES

Hourly Wage	Union Range	Union Median	Non-union Range	Non-union Median
New Hires/No Experience	\$7.99-13.07	\$12.08	\$5.50-12.06	\$9.27
New Hires/Experienced	\$9.59-15.34	\$12.76	\$6.35-13.15	\$9.27
Experienced after 3 yrs with firm	\$10.23-18.70	\$13.48	\$6.50-14.25	\$10.23

F/T workers (94% of employees) work an average of 29-40 hrs/wk; P/T workers (6%) average 23 hrs/wk. Few employers give bonuses of \$87-\$174 per month to employees with 3+ yrs experience with the firm.

BENEFITS 22 firms responded to this survey question.



Other benefits that may be offered are: income protection, in the event of a long-term sickness absence from the classroom.

EDUCATION, TRAINING, & EXPERIENCE

Many recent hires have a bachelor degree, and few have done graduate study. Many employers require teacher credentialing and/or student teaching prior to employment. Many employers sometimes require related work experience of 6-24 months in student or assistant teaching or instructional aide work. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes, for all public education institutions. Requirements are: a bachelor degree, a professional prep program including student teaching, CBEST exam, SSAT or MSAT exam, NTE exam, and training in the U.S. Constitution and teaching of reading. For a Professional "Clear," a fifth year of study including special education, health education, and computer education course work is required.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to operate audiovisual equipment
- Oral reading
- Artistic skills
- Musical skills
- Supervision
- Classroom management
- Record keeping
- Ability to administer emergency first aid
- Ability to apply principles of recreation
- Possession of a state teachers' certificate
- Ability to write effectively

Problem solving

Personal or Other Skills:

- Understanding of a variety of cultures
- Possession of a clean police record
- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure
- Ability to exercise patience

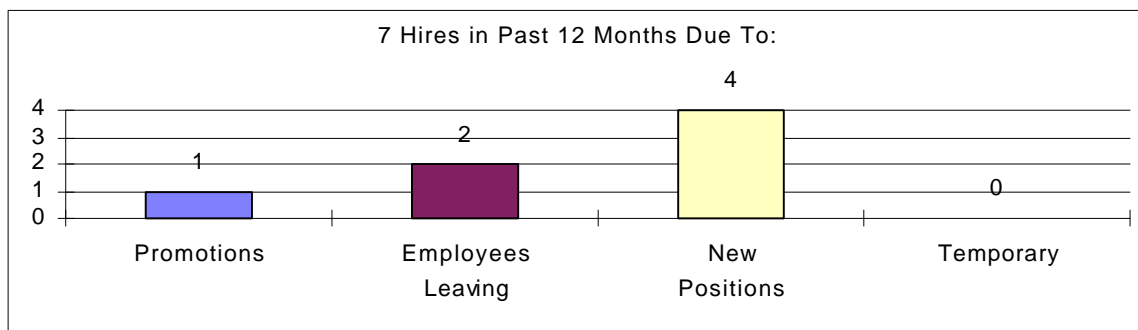
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly

Few employers seek word processing or specific education software skills in employees. Over the next three years, few employers noted that increased computer or information management skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads. Many employers recruit by in-house promotion or transfer, and public school or program referrals. Almost all employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 57% of recent hires in the past 12 months. Class size reduction may be a factor influencing growth in this occupation. (see Trends note for *Preschool Teachers*)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: A Little Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 280 - 380 (large)

Job Openings from Growth: 100 positions

Job Openings from Separations: 40 positions

Annual Job Growth Rate: 5.1% (much faster than average)

Note: These projection figures are combined with those of *Preschool Teachers* in that both occupations are surveyed together.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 4% annual turnover rate.

Non-traditional Occupation for Women? No, 96% of kindergarten teachers are women.

Promotional Opportunities: Most employers do not promote from this occupation to other positions, but many employers do promote to administrative positions.

Unionization: Yes. 70% of the employees covered by the survey are union members.

Major Employing Industries: Elementary & secondary schools; child day care services.

Maids & Housekeeping Cleaners

OES Code: 670020

Alternate Titles: Room Attendant, Teammate
15 Firms Responding Representing 143 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

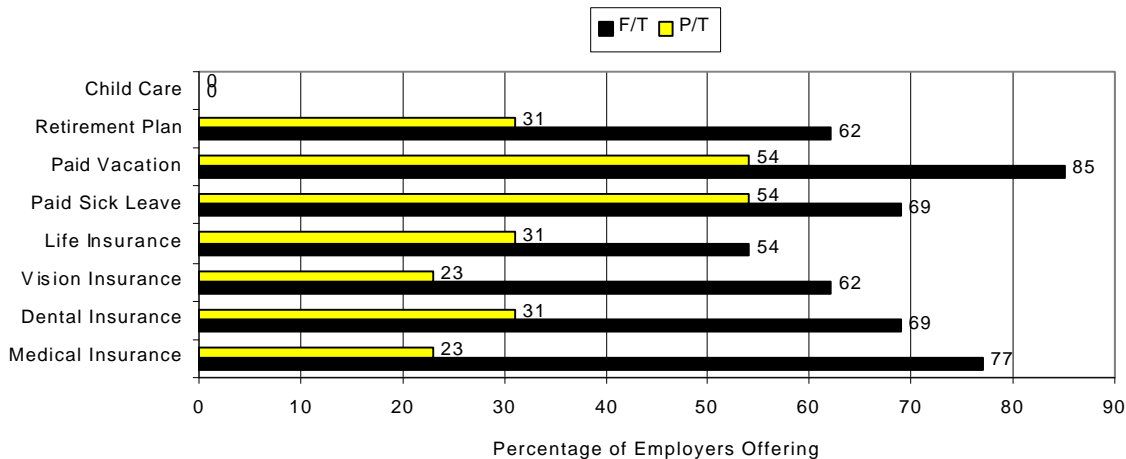
Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-6.82	\$5.15	n/a	n/a
New Hires/Experienced	\$5.00-7.50	\$5.50	n/a	n/a
Experienced after 3 yrs with firm	\$5.50-8.33	\$6.20	n/a	n/a

F/T workers (51% of employees) work an average of 30-40 hrs/wk; P/T workers (40%) average 27 hrs/wk; Temporary/On-Call workers (9%) average 18 hrs/wk.

BENEFITS 13 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans or attendance bonuses. Few employers have a minimum-hours-worked requirement or offer prorated benefits for P/T employees.

EDUCATION, TRAINING, & EXPERIENCE

All recent hires have a high school diploma or equivalent. Many employers sometimes require related work experience of 2-12 months in house, motel, or hospital cleaning or laundry work. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

Maids & Housekeeping Cleaners

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to operate commercial laundry machines
- Understanding of cleaning compounds and solutions
- Ability to operate commercial vacuum cleaners
- Ability to administer emergency first aid
- Bondable

Physical Skills:

- Ability to stand for prolonged periods

Ability to lift at least 50 lbs repeatedly

Personal or Other Skills:

- Possession of a reliable vehicle
- Willingness to work with close supervision
- Ability to work independently

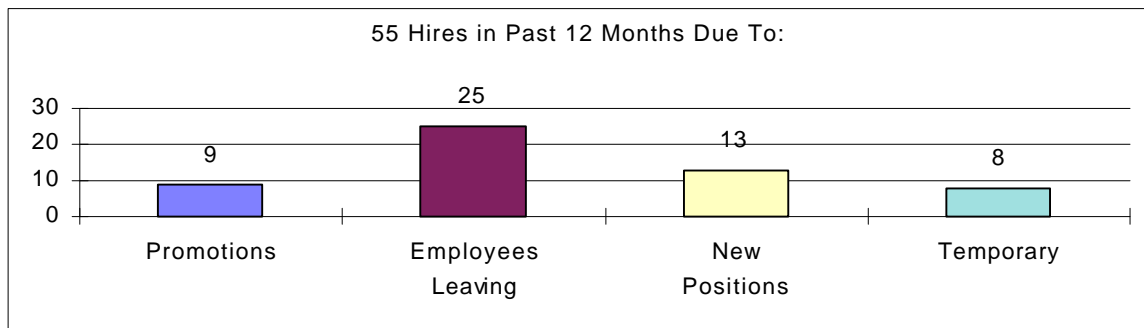
Basic Skills:

- Ability to follow oral instructions
- Basic math
- Ability to read and follow instructions
- Ability to write legibly

Few employers seek word processing skills in employees. Over the next three years, few employers noted that computer skills or experience in operating specialized cleaning equipment will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads. Many employers recruit by employees' referrals, utilization of the Employment Development Department's hiring services, in-house promotion or transfer, and unsolicited applicants. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 42% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: A Little Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 440 - 490 (very large)

Job Openings from Growth: 50 positions

Job Openings from Separations: 50 positions

Annual Job Growth Rate: 1.6% (much faster than average)

Note: Actual positions filled in the past 12 months (55 positions) represent a 38% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 24% annual turnover rate.

Non-traditional Occupation for Women? No, 83% of maids & housekeeping cleaners are women.

Promotional Opportunities: Almost all employers promote from this occupation to other positions such as front/laundry desk, supervisor, shift manager, or assistant manager.

Unionization: No.

Major Employing Industries: Skilled nursing care facilities; hotels & motels; general medical & surgical hospitals; building cleaning & maintenance services (nec).

Maintenance Repairers - General Utility

Alternative Titles: Maintenance Mechanic/Tech, General Mechanic, Facility Maintenance Person
OES Code: 851320 18 Firms Responding Representing 144 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

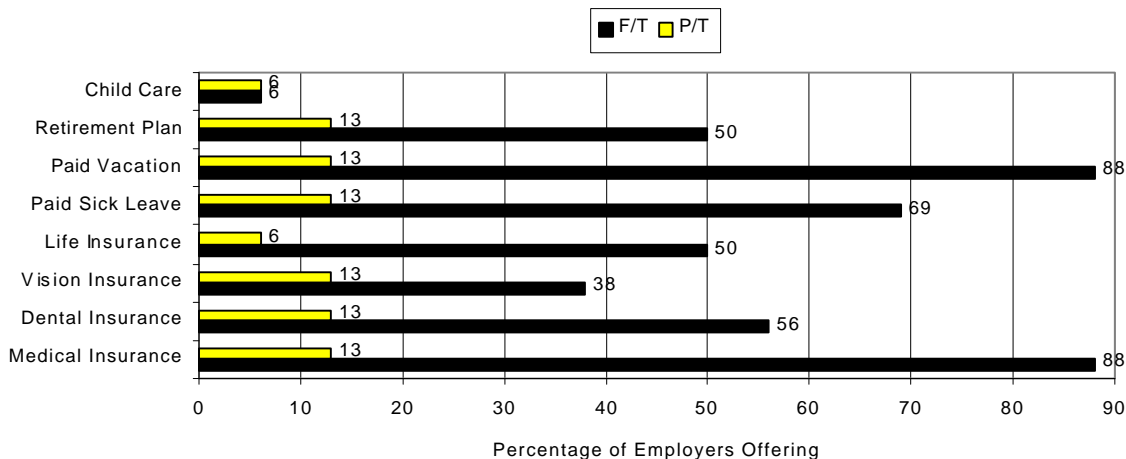
Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-16.00	\$6.00	\$8.99-8.99	\$8.99
New Hires/Experienced	\$5.00-17.67	\$6.50	\$9.92-22.07	\$10.42
Experienced after 3 yrs with firm	\$6.50-20.94	\$8.00	\$10.09-22.07	\$11.40

F/T workers (94% of employees) work an average of 32-42 hrs/wk; P/T workers (4%) average 19 hrs/wk; Seasonal workers (1%) average 40 hrs/wk.

BENEFITS 16 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans, with the employer matching 50% of the employee's contribution, or a payroll deduction for child care. Few employers have a minimum-hours-worked requirement in order to participate in certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Almost all recent hires some college, but no degree. Few recent hires have either a high school diploma or equivalent or less than a high school diploma or equivalent. Some employers require HVAC, refrigeration, welding, maintenance, or apprentice/journeyman-level training prior to employment. Most employers always require related work experience of 5-48 months in general repair or maintenance, HVAC certification, plumbing, construction, or welding. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

Maintenance Repairers - General Utility

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Swimming pool maintenance
- Record keeping
- Ability to read blueprints
- Ability to operate power hand tools
- Ability to repair and install heating and air conditioning systems
- Ability to do cement work
- Arc welding
- Gas welding
- Painting
- Carpentry
- Electrical repair

Plumbing repair

Physical Skills:

Ability to lift at least 50 lbs repeatedly

Personal or Other Skills:

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently

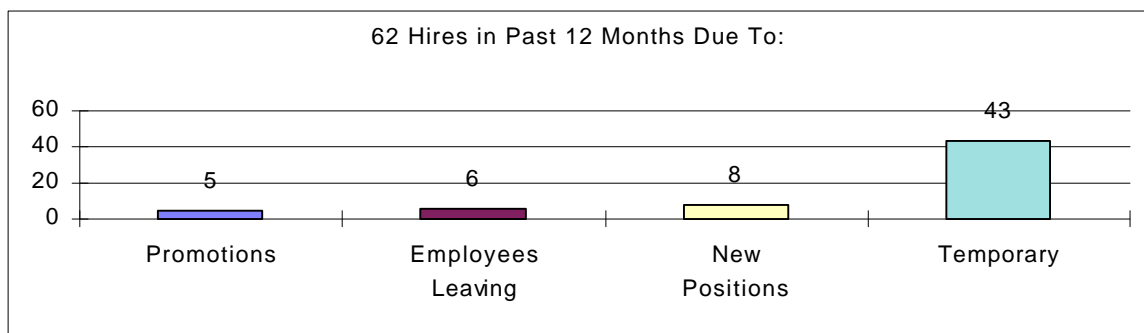
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral Communication

Few employers seek word processing and spreadsheet skills in employees. Over the next three years, few employers noted that awareness of new equipment to perform maintenance repairs or computer skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by employees' referrals and newspaper ads. Many employers recruit through in-house promotion or transfer. Almost all employers project that this occupation will **remain stable** over the next three years. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 690 - 780 (very large)

Job Openings from Growth: 90 positions

Job Openings from Separations: 100 positions

Annual Job Growth Rate: 1.9% (much faster than average)

Note: Actual positions filled in the past 12 months (62 positions) represent a 43% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*; however, 43 of these positions are seasonal (*Temporary* in above graph).

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report an 8% annual turnover rate.

Non-traditional Occupation for Women? Yes, 5% of maintenance repairers are women.

Promotional Opportunities: Most employers are evenly divided between promoting and not promoting from this occupation to other positions. Those who do promote do so to lead/head maintenance person, supervisor, or maintenance superintendent.

Unionization: Yes. 42% of the employees covered by the survey are union members.

Major Employing Industries: Paper mills; amusement & recreation services (nec); electric services.

Marketing, Advertising, & Public Relations Managers

Alternative Titles: Account Executive, Sales Supervisor/Manager, Promotions Manager

OES Code: 130110

17 Firms Responding Representing 28 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

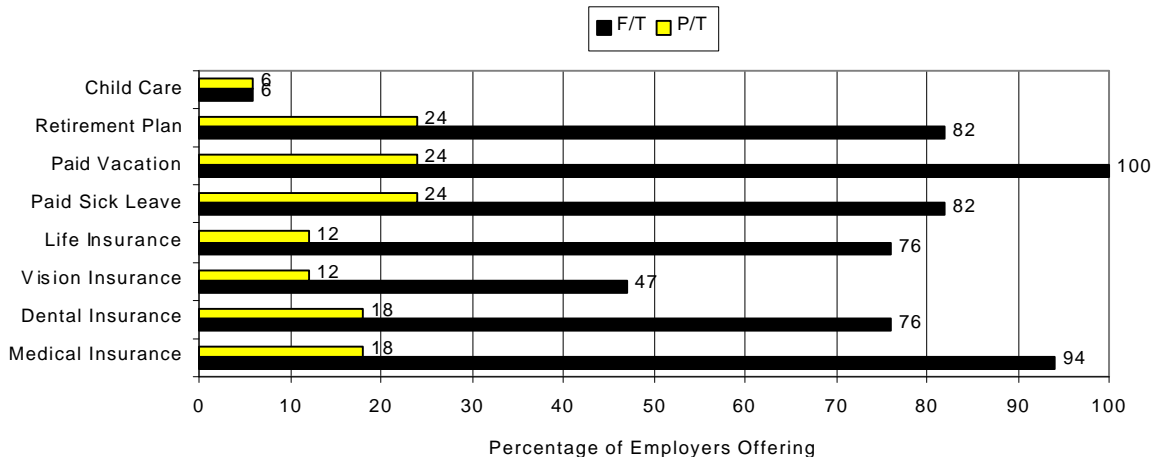
WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$7.00-21.30	\$13.69	n/a	n/a
New Hires/Experienced	\$8.00-27.66	\$15.82	n/a	n/a
Experienced after 3 yrs with firm	\$10.00-31.65	\$19.18	n/a	n/a

Note: Included in the range of wages above are commission earnings varying from a low of \$1.44/hr to a high of \$19.84/hr. These have been coupled with base earnings to yield a total hourly wage.

F/T workers (100% of employees) work an average of 43 hrs/wk. Few employers offer 10% commissions on account sales in addition to regular wages.

BENEFITS 17 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans (standard or employer matching), paid holidays, supplemental disability insurance, or tuition reimbursement.

EDUCATION, TRAINING, & EXPERIENCE

Many recent hires have an associate degree, and many have a bachelor degree. Some employers require a bachelor degree in marketing or in-house training at a lower level prior to employment. Most employers always require related work experience of 3-60 months in sales, marketing, public relations, or business management. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

Marketing, Advertising, & Public Relations Managers

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to manage an activity or department
- Supervision
- Ability to analyze & use market research data & reports
- Understanding of labor relations practices
- Media advertising sales
- Telephone sales techniques
- Ability to write effectively

Personal or Other Skills:

- Willingness to work with close supervision
- Willingness to work nights, weekends, holidays

- Willingness to travel
- Ability to meet deadlines
- Ability to work independently
- Ability to maintain good customer relations
- Ability to maintain good business relationships
- Ability to manage unexpected situations or circumstances
- Ability to manage multiple priorities

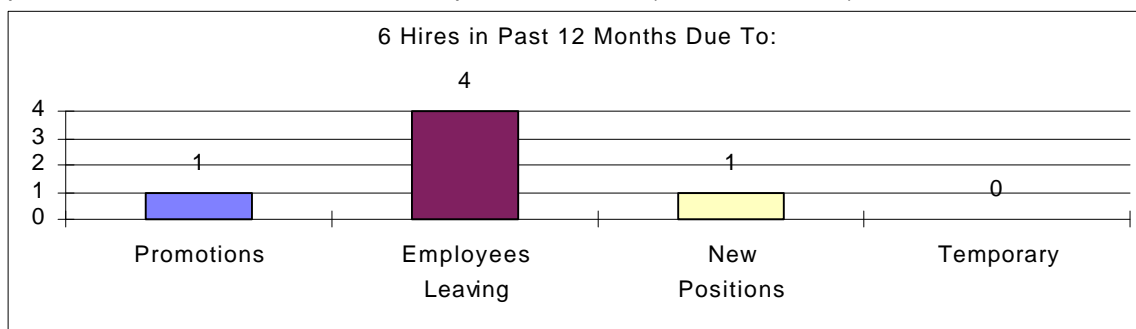
Basic Skills:

- Basic math
- Ability to write legibly
- Oral communication

Almost all employers seek word processing skills in employees. Most employers seek spreadsheet skills, and many seek database and desktop publishing skills in employees. Over the next three years, many employers noted that increased computer skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by in-house promotion or transfer, and most recruit by newspaper ads. Almost all employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 50% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 160 - 190 (large)

Job Openings from Growth: 30 positions

Job Openings from Separations: 20 positions

Annual Job Growth Rate: 2.7% (much faster than average)

Note: Actual positions filled in the past 12 months (6 positions) represent a 21% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report an 18% annual turnover rate.

Non-traditional Occupation for Women? No, 39% of marketing, advertising, & public relations managers are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as education manager or staff services manager.

Unionization: No.

Major Employing Industries: Beer & ale distributors; general medical & surgical hospitals; newspapers: publishing, or publishing & printing.

Pharmacy Technicians

OES Code: 325181

Alternative Titles: Pharmacy Clerk

16 Firms Responding Representing 60 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

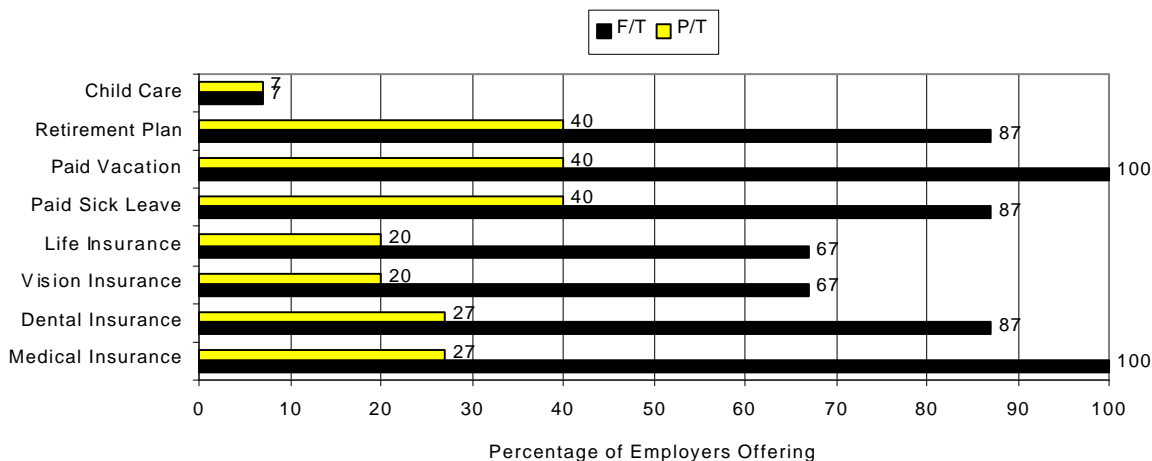
Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-9.97	\$6.50	\$6.50-9.72	\$8.00
New Hires/Experienced	\$5.45-10.99	\$8.38	\$6.50-11.00	\$9.86
Experienced after 3 yrs with firm	\$7.00-14.00	\$10.50	\$11.50-13.15	\$12.53

F/T workers (65% of employees) work an average of 34-40 hrs/wk; P/T workers (23%) average 24 hrs/wk; Temp/On-call workers (12%) average 15 hrs/wk.

BENEFITS 15 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans, dependent care reimbursement, or long-term disability insurance.

EDUCATION, TRAINING, & EXPERIENCE

Many recent hires have a high school diploma or equivalent, and many have some college, but no degree. Many employers require a pharmacy tech certificate or minimum 2000 hrs as a pharmacy clerk prior to employment. Many employers always require related work experience of 12-15 months as a pharmacy clerk, pharmacy tech, or in pharmacy sales. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes. Requirements are: 1500 hrs work experience for a retail pharmacist, or one year and a minimum of 1500 hrs for a hospital technician. Registration is through the Board of Pharmacy in Sacramento, CA.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Knowledge of chemical compounds
- Ability to complete & explain insurance forms
- Ability to calculate weights & measurements
- Ability to apply sterilization techniques
- Ability to measure & calculate using metrics
- Ability to accurately record & report information
- Ability to write effectively
- Ability to follow government regulations & reporting requirements
- Ability to type at least 30 wpm

Physical Skills:

- Ability to lift at least 40 lbs repeatedly

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to pay attention to detail
- Public contact
- Ability to work independently

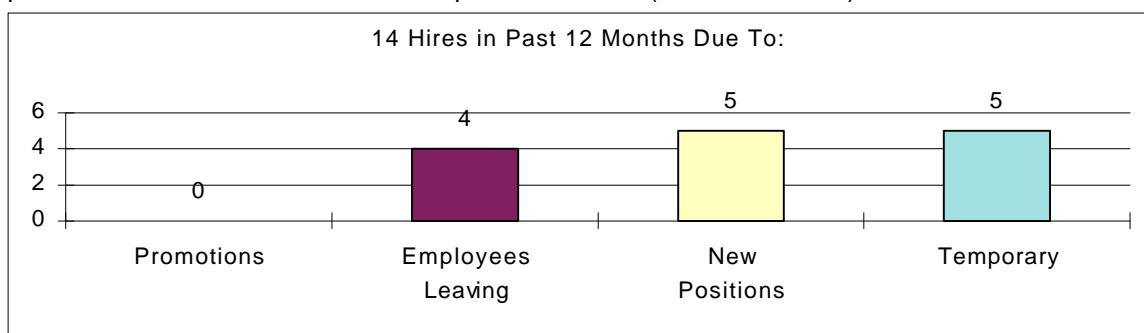
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Some employers seek word processing and database skills in employees. Few employers seek spreadsheet, desktop publishing, and other skills such as knowledge of pharmacy software packages or operating systems. Over the next three years, some employers noted that increased computer skills, third-party billing, or "compounding" skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by newspaper ads, and most employers recruit by employees' referrals. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 64% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 90 - 110 (medium)

Job Openings from Growth: 20 positions

Job Openings from Separations: 10 positions

Annual Job Growth Rate: 3.2% (much faster than average)

Note: Actual positions filled in the past 12 months (14 positions) represent a 23% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 7% annual turnover rate.

Non-traditional Occupation for Women? No, 90% of pharmacy technicians are women.

Promotional Opportunities: Most employers do not promote from this occupation to other positions, but some employers do promote to pharmacy manager or store manager.

Unionization: Yes. 28% of the employees covered by the survey are union members.

Major Employing Industries: Drug stores & proprietary stores; general medical & surgical hospitals; grocery stores.

Preschool Teachers

OES Code: 313021

Alternative Titles: Children's Center Teacher, Head Teacher

17 Firms Responding Representing 188 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

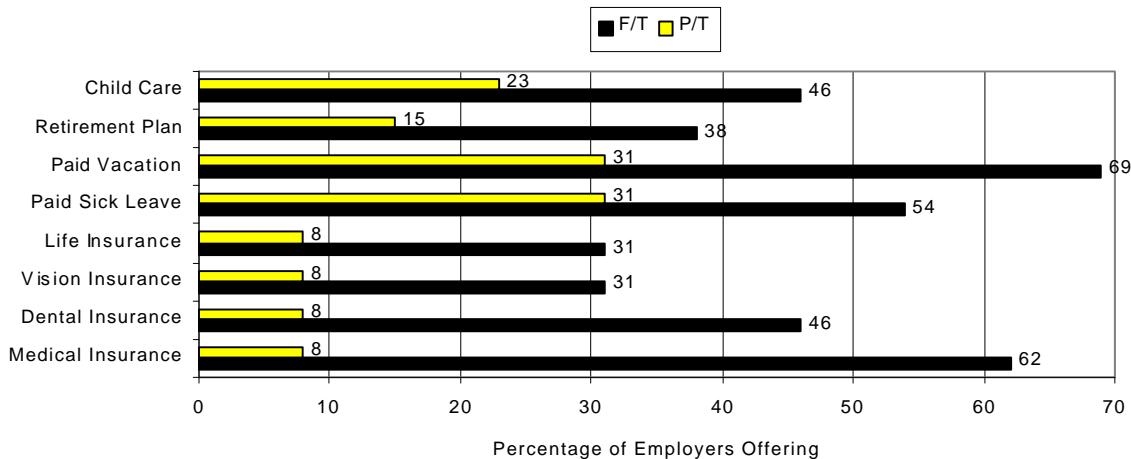
Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is child care.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-15.51	\$5.75	\$8.78-8.78	\$8.78
New Hires/Experienced	\$5.00-15.51	\$6.18	\$11.08-11.08	\$11.08
Experienced after 3 yrs with firm	\$5.03-16.94	\$7.55	\$11.61-11.61	\$11.61

F/T workers (30% of employees) work an average of 23-40 hrs/wk; P/T workers (65%) average 27 hrs/wk; Temp/On-call workers (4%) average 23 hrs/wk; Seasonal workers (1%) average 40 hrs/wk.

BENEFITS 13 firms responded to this survey question.



Other benefits that may be offered are: holiday pay, club memberships, co-payment on disability insurance, cafeteria child care plans, or after-school programs. Few employers have a waiting period or minimum-hours-worked requirement in order to participate in certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have some college, but no degree. Some recent hires have an associate degree. Almost all employers require 12-18 ECE units, a children's center permit, or first aid/CPR training prior to employment. Many employers always require related work experience of 6-24 months in a child care, teacher's aide, or preschool teacher position. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes, for all public education institutions. Requirements are: 24 semester units of course work in ECE, 16 semester units of course work in general education toward a bachelor degree in specified areas, and two years of children's center experience. An emergency permit may be issued if the candidate has: 12 units ECE in three specified areas, one year children's center experience, and a statement of need from the employing school district.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to operate audiovisual equipment
- Oral reading
- Artistic skills
- Musical skills
- Supervision
- Classroom management
- Record keeping
- Ability to administer emergency first aid
- Ability to apply principles of recreation
- Ability to write effectively
- Problem solving

Personal or Other Skills:

- Understanding of a variety of cultures
- Possession of a clean police record
- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure
- Ability to exercise patience

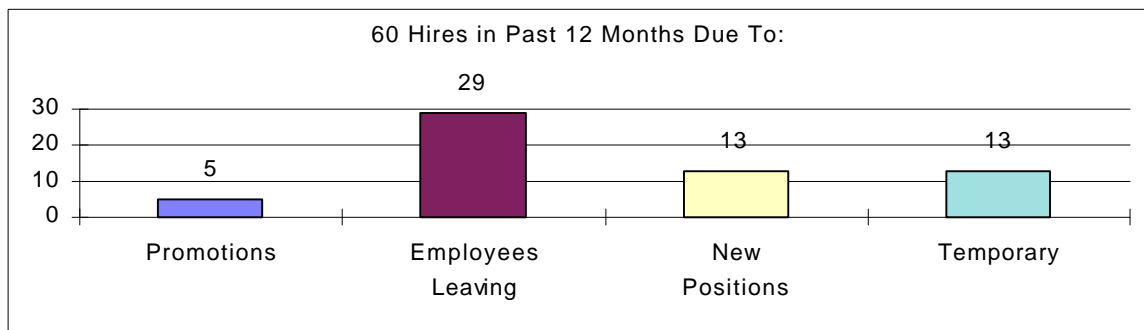
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly

Few employers seek word processing, database, and spreadsheet skills in employees. Over the next three years, many employers noted that new skills such as CPR & First Aid, knowledge of child development & ECE curriculum, foreign language capabilities, a bachelor degree, or experience working with "ADD" children and their parents will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Many employers recruit by employees' referrals, in-house promotion or transfer, public school or program referrals, or newspaper ads. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 65% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 280 - 380 (large)

Job Openings from Growth: 100 positions

Job Openings from Separations: 40 positions

Annual Job Growth Rate: 5.1% (much faster than average)

Note: These projection figures are combined with those of Kindergarten Teachers in that both occupations are surveyed together. Actual positions filled in the past 12 months (60 positions) represent a 32% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report an 18% annual turnover rate.

Non-traditional Occupation for Women? No. Employers report that 99% of preschool teachers are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as lead/head teacher, assistant director, coordinator/principal, or elementary teacher (when credentialed).

Unionization: Yes. 20% of the employees covered by the survey are union members.

Major Employing Industries: Child day care services; elementary and secondary schools; religious organizations.

Secretaries, Medical

OES Code: 551050

Alternate Titles: Billing Clerk, Surgery Coordinator, Receptionist

16 Firms Responding Representing 114 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

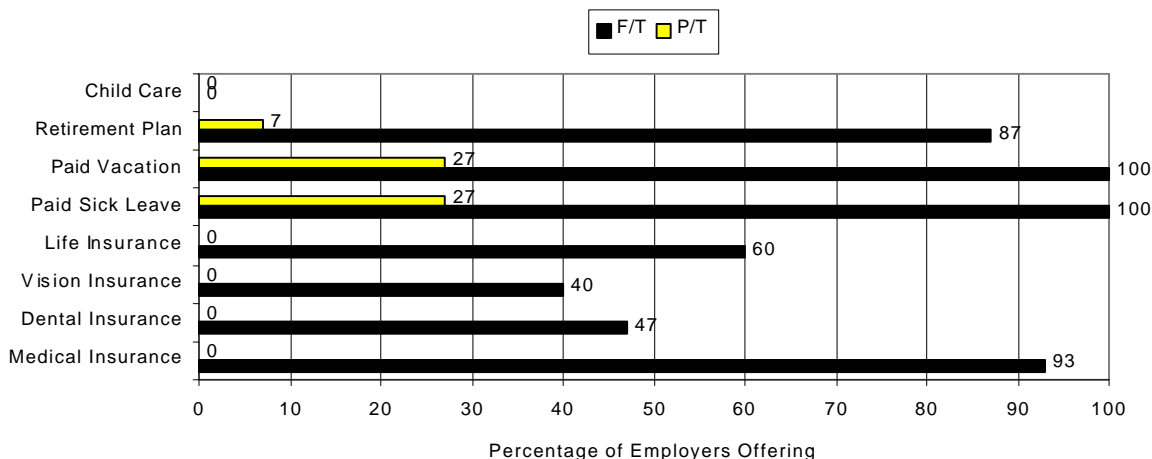
Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-9.00	\$6.25	n/a	n/a
New Hires/Experienced	\$6.50-9.00	\$7.88	n/a	n/a
Experienced after 3 yrs with firm	\$7.00-15.00	\$11.00	n/a	n/a

F/T workers (74% of employees) work an average of 40 hrs/wk; P/T workers (24%) average 26 hrs/wk; Temporary/On-Call workers (3%) average 16 hrs/wk. Few employers give monthly bonuses of \$50-\$150 or quarterly bonuses based on business profits.

BENEFITS 15 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans, profit sharing, or cafeteria benefit plans.

EDUCATION, TRAINING, & EXPERIENCE

Almost all recent hires have some college, but no degree. Few recent hires have a high school diploma or equivalent. Many employers require medical terminology, billing, medical coding, Medical Manager®, or medical secretarial office experience prior to employment. Many employers usually require related work experience of 6-60 months in medical secretarial, receptionist, or billing work. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to complete & explain insurance forms
- Proofreading
- Ability to operate a transcribing machine
- Ability to follow billing procedures
- Ability to use word processing software
- Certified in Medical Transcription as a CMT
- Telephone Answering
- Ability to write effectively
- Knowledge of medical terminology
- Ability to maintain an appointment calendar

- Ability to take dictation at 100 wpm or more
- Ability to type at least 60 wpm

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to work independently

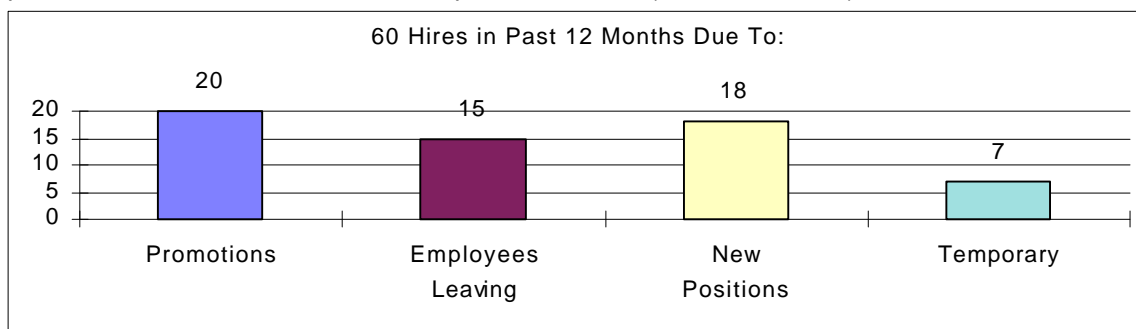
Basic Skills:

- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Almost all employers seek word processing skills in employees. Most employers seek database skills. Some employers seek spreadsheet and other skills such as data entry, use of scheduling software, Microsoft Windows®, or Medical Manager® software. Over the next three years, some employers noted that increased computer skills or knowledge of contracts will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by newspaper ads, and most employers recruit by employees' referrals. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 88% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: Somewhat Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 130 - 140 (medium)

Job Openings from Growth: 10 positions

Job Openings from Separations: 20 positions

Annual Job Growth Rate: 1.1% (faster than average)

Note: Actual positions filled in the past 12 months (60 positions) represent a 53% increase for that period, which is consistent with the 1994-2001 designation of *faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 31% annual turnover rate.

Non-traditional Occupation for Women? No, 95% of medical secretaries are women.

Promotional Opportunities: Most employers promote from this occupation to other positions such as transcriptionist, surgery counselor, doctor's assistant, or office manager.

Unionization: No.

Major Employing Industries: Offices & clinics of doctors of medicine; offices & clinics of optometrists; general medical & surgical hospitals.

Stock Clerks - Sales Floor

Alternate Titles: Utility Clerk, Replenishment Person, Express Person, Stocker/Receiver

OES Code: 490210

16 Firms Responding Representing 248 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

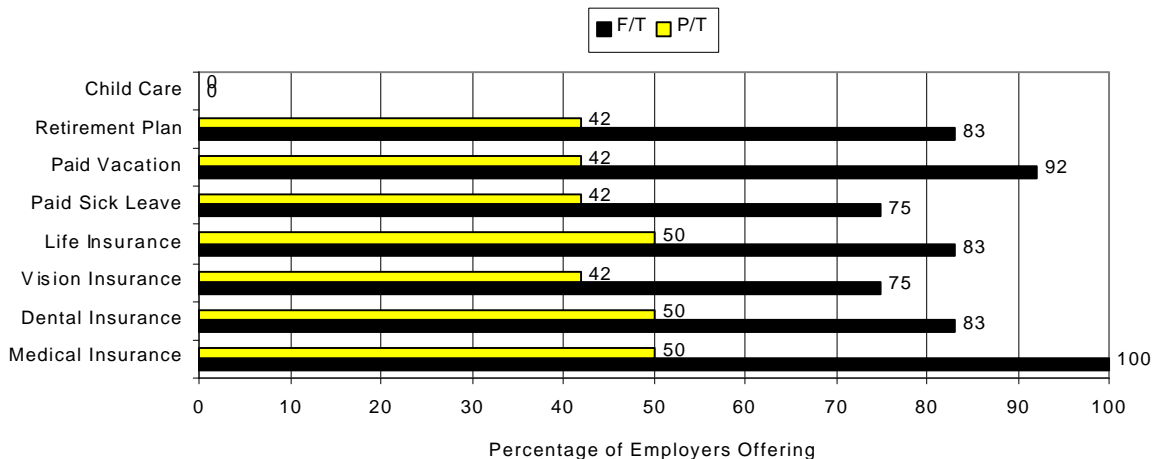
Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

WAGES

Hourly Wage	Non-union Range	Non-union Median	Union Range	Union Median
New Hires/No Experience	\$5.00-6.45	\$5.50	\$7.00-7.50	\$7.25
New Hires/Experienced	\$5.00-7.50	\$5.63	\$10.00-10.50	\$10.25
Experienced after 3 yrs with firm	\$5.00-15.75	\$7.50	\$15.83-16.00	\$15.92

F/T workers (50% of employees) work an average of 40 hrs/wk; P/T workers (40%) average 25 hrs/wk; Temporary/On-Call workers (1%) average 8 hrs/wk; Seasonal workers (8%) average 30 hrs/wk. Few employers utilizing stock clerks for partial sales duties offer commissions of 1-1½% on sales in addition to regular wages.

BENEFITS 12 firms responded to this survey question.



Other benefits that may be offered are: 401(k) retirement plans or life insurance (paid for by the employee). Few employers have a waiting period or minimum-hours-worked requirement in order to participate in certain benefits.

EDUCATION, TRAINING, & EXPERIENCE

Many recent hires have a high school diploma or equivalent, and many have some college, but no degree. Few employers require retail training or cash register/checker work prior to employment. Most employers sometimes require related work experience of 5-24 months in retail clerking, customer service, stocking, or shipping/receiving. Many employers sometimes allow training to substitute for work experience.

License/Certification Requirement: No.

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Ability to operate a fork lift
- Record keeping
- Cash handling
- Understanding of inventory techniques
- Bondable

Physical Skills:

- Ability to stand continuously for 2 or more hrs
- Ability to lift at least 50 lbs repeatedly

Personal or Other Skills:

- Willingness to work with close supervision
- Ability to work independently
- Customer service

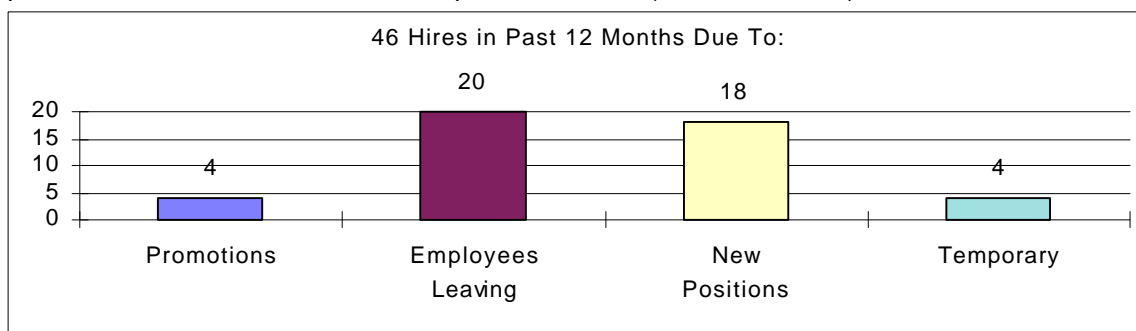
Basic Skills:

- Ability to follow oral instructions
- Basic math
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication

Few employers seek other skills such as knowledge of merchandise inventory systems. Over the next three years, few employers noted that increased computer skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers hire unsolicited applicants. Many employers recruit by employees' referrals, in-house promotion or transfer, newspaper ads, and utilization of the Employment Development Department's hiring services. Many employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 48% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: Somewhat Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 550 - 600 (very large)

Job Openings from Growth: 50 positions

Job Openings from Separations: 80 positions

Annual Job Growth Rate: 1.3% (faster than average)

Note: Actual positions filled in the past 12 months (46 positions) represent a 19% increase for that period, which is consistent with the 1994-2001 designation of *faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 10% annual turnover rate.

Non-traditional Occupation for Women? No, 43% of sales floor stock clerks are women.

Promotional Opportunities: Almost all employers promote from this occupation to other positions such as sales associate, department manager, or manager.

Unionization: Yes. 24% of the employees covered by the survey are union members.

Major Employing Industries: Grocery stores; department stores; motor vehicle supplies & new parts.

Teachers - Elementary School

Alternate Titles: Primary/Intermediate Teacher, Middle/Upper Teacher, Montessori Teacher/Director
OES Code: 313050 21 Firms Responding Representing 587 Employees

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

Elementary School Teachers teach elementary (kindergarten through eight grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

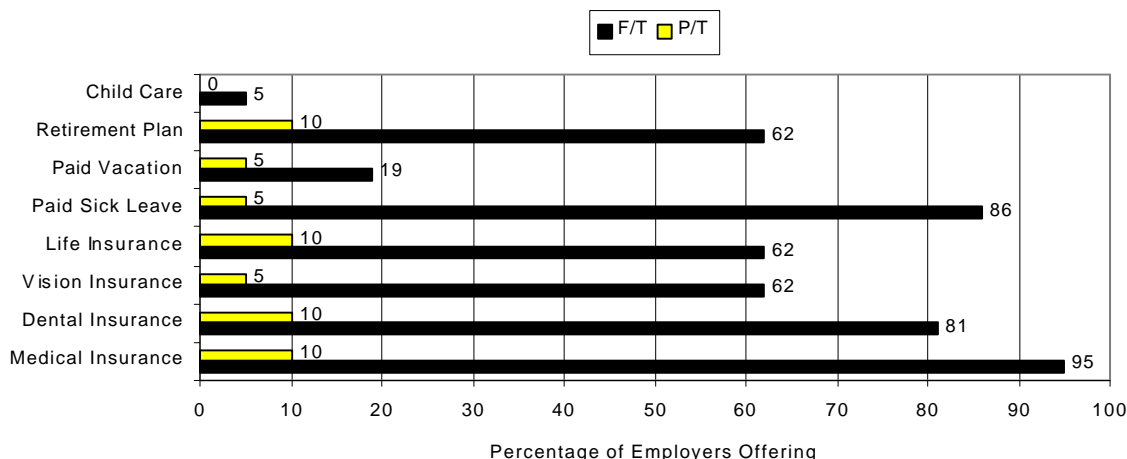
(Note: Kindergarten Teachers are surveyed in conjunction with Preschool Teachers and are not part of the data represented here.)

WAGES

Hourly Wage	Union Range	Union Median	Non-union Range	Non-union Median
New Hires/No Experience	\$7.99-13.07	\$12.08	\$5.50-12.06	\$7.67
New Hires/Experienced	\$9.59-15.34	\$12.76	\$6.00-13.15	\$8.15
Experienced after 3 yrs with firm	\$10.23-18.70	\$13.48	\$6.71-14.25	\$9.35

F/T workers (93% of employees) work an average of 33-40 hrs/wk; P/T workers (4%) average 19 hrs/wk; Temporary/On-Call workers (3%) average 38 hrs/wk. Few employers give bonuses ranging from \$87-\$124 per month to employees with 3+ yrs experience with the firm.

BENEFITS 21 firms responded to this survey question.



Other benefits that may be offered are: income protection for long-term sickness absence from the classroom. Few employers prorate benefits for P/T employees.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have done graduate study, and some have a bachelor degree. Many employers require student teaching, teacher credentialing, or experience in particular types of curriculum prior to employment. Many employers sometimes require related work experience of 6-18 months as an instructional aide, director, or teacher. Most employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes. Requirements are: a bachelor degree, a professional prep program including student teaching, CBEST exam, SSAT or MSAT exam, NTE exam, and training in the U.S. Constitution and teaching of reading. For a Professional "Clear," a fifth year of study including special education, health education, and computer education course work is required.

Teachers - Elementary School

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

- Knowledge of algebra
- Audiovisual teaching
- Artistic skills
- Musical skills
- Supervision
- Classroom management
- Record keeping
- Ability to administer emergency first aid
- Possession of a state teachers' certificate
- Ability to write effectively

Problem solving

Personal or Other Skills:

- Understanding of a variety of cultures
- Possession of a clean police record
- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure
- Ability to exercise patience

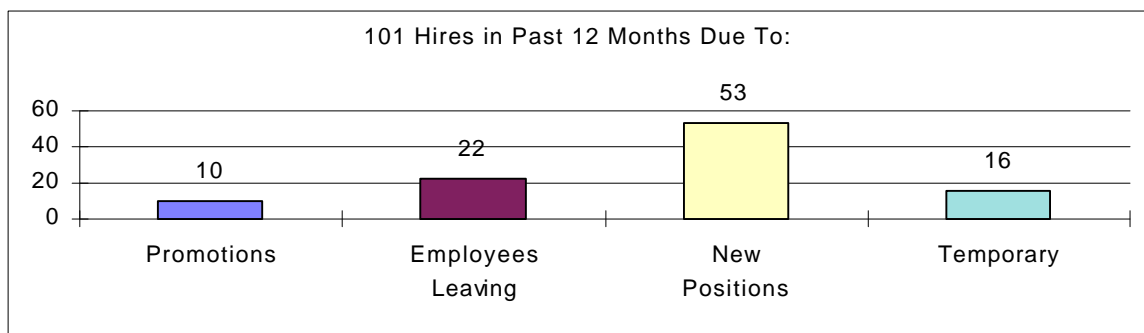
Basic Skills:

- Ability to read and follow instructions

Some employers seek word processing skills in employees. Few employers seek desktop publishing and other skills such as use of educational software. Over the next three years, some employers noted that computer/technology skills, information management, or skills for working with academically-challenged students will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Most employers recruit by newspaper ads. Many employers recruit by in-house promotion or transfer, public school or program referrals, and private school referrals. Most employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 47% of recent hires in the past 12 months. Class size reduction may be a factor influencing growth in this occupation. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: A Little Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 730 - 870 (very large)

Job Openings from Growth: 140 positions

Job Openings from Separations: 110 positions

Annual Job Growth Rate: 2.7% (much faster than average)

Note: Actual positions filled in the past 12 months (101 positions) represent a 17% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 5% annual turnover rate.

Non-traditional Occupation for Women? No, 80% of elementary school teachers are women.

Promotional Opportunities: Many employers do not promote from this occupation to other positions, but many employers do promote to administrative positions.

Unionization: Yes. 88% of the employees covered by the survey are union members.

Major Employing Industries: Elementary & secondary schools; child day care services.

Teachers - Secondary School

Alternate Titles: Educational Instructor, High School Teacher
7 Firms Responding Representing 356 Employees

OES Code: 313080

Terms Legend: **All** = 100%, **Almost All** = 80% up to but not incl. 100%, **Most** = 60% up to but not incl. 80%, **Many** = 40% up to but not incl. 60%, **Some** = 20% up to but not incl. 40%, **Few** = Less than 20%

Description

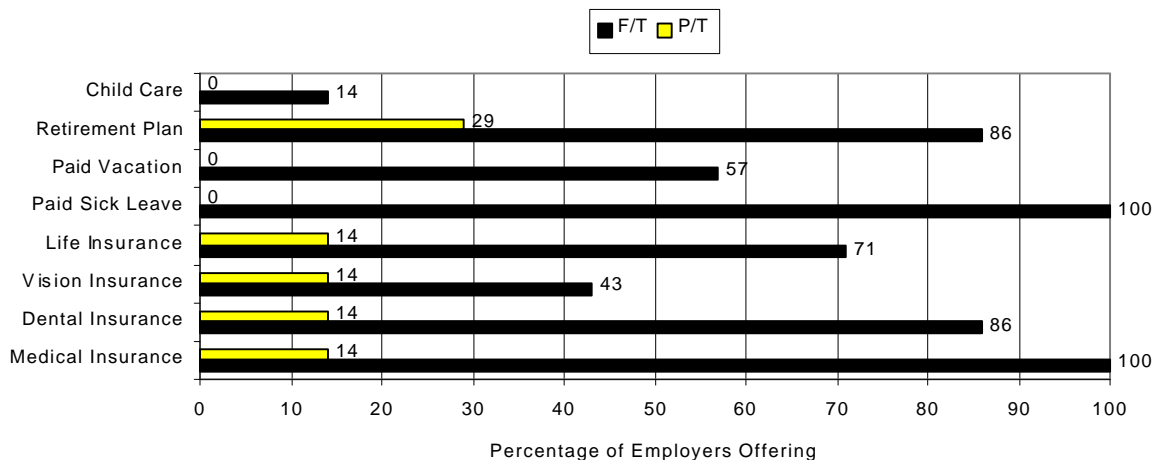
Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

WAGES

Hourly Wage	Union Range	Union Median	Non-union Range	Non-union Median
New Hires/No Experience	\$11.90-15.83	\$15.33	\$6.90-9.59	\$7.91
New Hires/Experienced	\$11.90-19.18	\$16.30	\$7.48-10.31	\$8.20
Experienced after 3 yrs with firm	\$11.90-21.10	\$17.26	\$8.06-11.03	\$9.05

F/T workers (94% of employees) work an average of 30-37 hrs/wk; P/T workers (4%) average 17 hrs/wk; Temporary/On-Call workers (1%) average 20 hrs/wk.

BENEFITS 7 firms responded to this survey question.



Other benefits that may be offered are: a child care payroll deduction. Few employers offer prorated benefits for P/T employees.

EDUCATION, TRAINING, & EXPERIENCE

Most recent hires have done graduate study, and some have a bachelor degree. Almost all employers require teacher credentialing, computer training in industry-specific software applications, or crisis training prior to employment. Most employers sometimes require related work experience of 5-9 months in teaching or counseling. Almost all employers sometimes allow training to substitute for work experience.

License/Certification Requirement: Yes. Requirements are: a bachelor degree, a professional prep program including student teaching, CBEST exam, SSAT or MSAT exam, PRAXIS exam, and training in the U.S. Constitution and teaching of reading. For a Professional "Clear," a fifth year of study including special education, health education, and computer education course work is required.

Teachers - Secondary School

SKILLS SUMMARY

These skills are rated as **important qualifications** in gaining entry into this occupation:

Technical Skills:

Audiovisual teaching
Supervision
Classroom management
Record keeping
Ability to administer emergency first aid
Possession of a state teachers' certificate
Ability to perform advanced mathematical computations
Ability to write effectively
Problem solving

Personal or Other Skills:

Understanding of a variety of cultures

Possession of a clean police record
Willingness to work with close supervision
Public contact
Ability to work independently
Ability to work under pressure
Ability to exercise patience

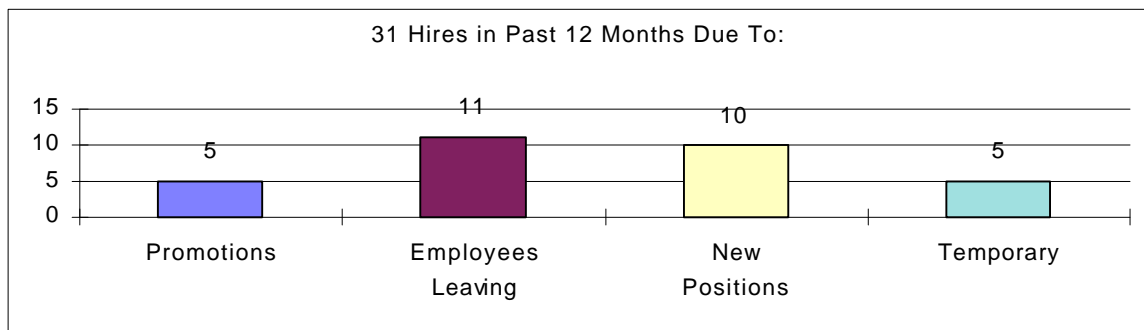
Basic Skills:

Basic math
Ability to read and follow instructions
Ability to write legibly
Oral communication

Many employers seek word processing skills in employees. Some employers seek spreadsheet and other skills such as internet access or educational software experience. Few employers seek database skills. Over the next three years, many employers noted that increased computer skills will be needed in this occupation.

SUPPLY & DEMAND ASSESSMENT

Almost all employers recruit by in-house promotion or transfer. Most employers recruit by employees' referrals. Many employers project that this occupation will **remain stable** over the next three years. However, these same firms were responsible for 81% of recent hires in the past 12 months. (see Trends note)



Degree of Difficulty Finding Qualified Applicants:

Experienced Applicants: A Little Difficult

Inexperienced Applicants: A Little Difficult

EMPLOYMENT TRENDS

EDD Shasta County Occupational Employment Projections for 1994 through 2001.

Size of Occupation: 190 - 210 (large)

Job Openings from Growth: 20 positions

Job Openings from Separations: 40 positions

Annual Job Growth Rate: 1.5% (much faster than average)

Note: Actual positions filled in the past 12 months (31 positions) represent a 9% increase for that period, which is consistent with the 1994-2001 designation of *much faster than average*.

OTHER INFORMATION

Annual Turnover: Employers responding to the survey report a 4% annual turnover rate.

Non-traditional Occupation for Women? No, 38% of secondary school teachers are women.

Promotional Opportunities: All employers promote from this occupation to other positions such as supervisor, department head, vice principal, principal, or other administrative positions.

Unionization: Yes. 92% of the employees covered by the survey are union members.

Major Employing Industries: Elementary & secondary schools; job training & vocational rehabilitation services; residential care.

TRAINING

DIRECTORY

INTRODUCTION

The Training Directory is a listing of all major training providers in Shasta county and the courses of study they currently offer. With the fluctuation of contact names, tuition costs, admission requirements, and program duration, it is most appropriate for these training providers to supply program-specific information directly to those who may use this document. School catalogs and other promotional materials or information should be obtained directly from the training institutions.

COMMUNITY

COLLEGE

SHASTA COLLEGE

Physical Address

11555 Old Oregon Trail
Redding, CA 96003

Mailing Address

P. O. Box 496006
Redding, CA 96049-6006

Phone: (530) 225-4600

Fax: (530) 225-4990

Website: www.shasta.cc.ca.us

Services Offered

Career Assessment:	Yes
Career Counseling:	No
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

Accreditation

WASC

TRAINING PROGRAMS

Shasta College is a community college that offers Associate Degree Transfer/General Education (GE) programs, Associate Degree Vocational/Occupational programs, and Certificate programs. The school has organized its course offerings into five Instructional Centers of Excellence.

<u>Center For Arts, Culture, & Society</u>	<u>Transfer/ GE</u>	<u>Vocational/ Occupational</u>	<u>Certificate</u>
Anthropology	X		
Art	X	X	
Communication Arts	X	X	
Economics	X		
English	X		
Foreign Languages	X		
Geography	X		
History	X		
Humanities	X		
Journalism		X	X
Music	X	X	X
Philosophy	X		
Political Science	X		
Sociology	X		
Theater Arts	X	X	X
<u>Center For Public Safety, Sports & Fitness</u>			
Administration of Justice		X	
Fire Technology		X	
Fire Technology-Oil Fire			X
Fire Technology-Wildland Fire Suppression			X

SHASTA COLLEGE (continued)

<u>Center For Business & Technology</u>	<u>Transfer/ GE</u>	<u>Vocational/ Occupational</u>	<u>Certificate</u>
Accounting Clerk / Bookkeeper			X
Architectural Drafting Technology		X	X
Aviation Maintenance Technology		X	X
Business Administration		X	
Civil Engineering Technology		X	X
Computer Electronics		X	
Computer Maintenance			X
Computer Repair			X
Culinary Arts		X	X
Drafting Technology		X	X
Electronics Technology		X	
Engineering	X		
Information Processing Specialist		X	X
Legal Assistant		X	
Mathematics	X		
Mechanical Drafting Technology		X	X
Real Estate			X
Records Manager (File Clerk)		X	X
Retail Clerk			X
Secretary-Executive Office Assistant		X	
Secretary-Legal		X	
Transcriptionist-Legal			X
Transcriptionist-Medical			X
<u>Center for Human Development</u>			
Early childhood Education		X	
Home Economics		X	
Medical assisting-Clinical			X
Nurse Aide / Home Health Aide			X
Nursing-Associate Degree		X	
Nursing-Vocational			X
Psychology	X		
Residential Care Counselor		X	X
Teacher Aide			X
Teacher Assistant		X	

SHASTA COLLEGE (continued)

<u>Center For Science, Industry & Natural Resources</u>	<u>Transfer/ GE</u>	<u>Vocational/ Occupational</u>	<u>Certificate</u>
Agriculture-Business		X	
Agriculture-Production		X	
Anatomy	X		
Anthropology	X		
Automotive Technology		X	X
Biology	X		
Botany	X		
Chemistry	X		
Construction Technology		X	X
Diesel Technology		X	X
Equine Science		X	X
Equipment Operations & Maintenance			X
Environmental Horticulture Management		X	X
Geology	X		
Horticulture-Floral Design			X
Horticulture-Retail Nursery Sales			X
Microbiology	X		
Natural History	X		
Natural Resources		X	X
Natural Resources-Chain Saw Ops. & Maint.			X
Natural Resources-Log Scaling			X
Natural Resources-Lumber Grading			X
Natural Resources-Surveying			X
Physics	X		
Physiology	X		
Water/Waste Water Treatment			X
Welding Technology		X	X

PRIVATE
SCHOOLS

**A REAL ESTATE SCHOOL-
GRIFFIN REALTY & MORTGAGE COMPANY**

Physical Address

2997 Churn Creek Road
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 223-1768

Fax: (530) 223-2831

Website: (none)

Accreditation

(none)

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Principles of Real Estate
State Real Estate Exam Prep Course

ADVANCE COMPUTER INSTITUTE

Physical Address

804 E. Cypress Avenue, Suite D
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 222-6701

Fax: (530) 222-6702

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	Yes
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Applications & Systems Management
AutoCAD Drafting
Bookkeeping & Accounting (computerized)
Business Office Procedures
(General / Legal / Medical Secretary)
Computer Repair Technician
Computerized Inventory Control
Desktop Publishing / Graphic Design
Medical Office Management
Website Design / Internet

AMERICAN TRUCK SCHOOL, LLC

Physical Address

8530 Commercial Way
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 223-5693 / (888) 700-5693

Fax: (530) 223-1086

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Tractor/Trailer Operator Program - Class A (4 wks)

BUSINESS OFFICE TECHNOLOGY CENTER

Physical Address

1220 Sacramento Street
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 244-8008

Fax: (530) 245-9038

Website: www.shastapic.com/botc

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	Yes
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

Accreditation

CPPVE (pending)

TRAINING PROGRAMS

Computer Applications Workshops & Self-paced Computer Courses:

Access
Corel Draw 7
E-Mail
Excel
Groupwise
Internet
Lotus 1,2,3
MS-Word
PageMaker
PowerPoint
Quickbooks
Windows 3.11
Windows 95
WordPerfect

Microsoft Office Course (60 hrs)
Office Skills Course (12 wks)
Small Business Owner Training

CASCADE SMALL BUSINESS DEVELOPMENT CENTER

Physical Address

737 Auditorium Drive, Suite A
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 247-8100

Fax: (530) 241-1712

Website: www.shastanet.org/sbdc

Accreditation

ASBDC (pending)

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	Yes
Job Placement:	No
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Entrepreneurship (8 wks)

CENTURY 21 - HILLTOP

Physical Address

2040 Hilltop Drive
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 221-7112

Fax: (530) 221-7116

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

State Real Estate Exam Prep Course

**CONSCIOUS CHOICE SCHOOL OF MASSAGE
AND INTEGRAL HEALING ARTS**

Physical Address

670 Azalea Avenue
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 244-0957

Fax: (none)

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

Certified Hypnotherapist
Clinical Hypnotherapist
Certified Massage Practitioner
Certified Massage Therapist

ENTERPRISE FLYING CLUB

Physical Address

6781 Woodrum Circle
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 221-5543

Fax: (none)

Website: (none)

Accreditation

FAA

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Commercial Pilots License
Flight Instructor Rating
Instrument Rating
Private Pilots License

FUTURE TRUCKING PROFESSIONALS

Physical Address

5125-B Caterpillar Road
Redding, CA 96003

Mailing Address

(same)

Phone: (530) 241-2099

Fax: (530) 241-7839

Website: www.uhca.com/schools

Accreditation

CPPVE

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	Yes
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

Commercial Licensing - Class A (8 wks)

Commercial Licensing - Class A (4 wks)

Commercial Licensing - Class B (3 wks)

Forklift Certification

Refresher Commercial Licensing (3 wks)

GRANT & RESOURCE CENTER OF NORTHERN CALIFORNIA

Physical Address

2280 Benton Drive, Bldg. C, Suite A
Redding, CA 96003

Mailing Address

(same)

Phone: (530) 244-1219

Fax: (530) 244-0905

Website: www.c-zone.net/grc

Accreditation

(none)

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	Yes
Job Placement:	No
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

(Note: Programs are primarily in the form of seminars)

Beginning Grantwriting
Board Retreat Planning
Boardsmanship / Effective Board Leadership
Funding Research / Fundraising 101
Newsletter Creation

H & R BLOCK

Physical Address

2643 Bechelli Lane
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 223-6672

Fax: (530) 223-6630

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment: No

Career Counseling: No

Financial Aid: No

Job Placement: Yes

On-site Child Care: No

VA Approved: No

TRAINING PROGRAMS

H & R Block Income Tax Course (once yearly)

HILLSIDE AVIATION

Physical Address

2600 Gold Street
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 241-2404

Fax: (530) 241-7125

Website: www.snowcrest.net/hillside

Accreditation

FAA

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Airline Transport Pilot Certification
Commercial Pilots License
Flight Instructor Rating
Instrument Flight Instructor Rating
Instrument Rating
Private Pilots License

JIM & I AVIATORS

Physical Address

5900 Old Oregon Trail
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 221-5300

Fax: (none)

Website: (none)

Accreditation

FAA

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

Commercial Pilots License
Instrument Rating
Private Pilots License

**NEW LIFE INSTITUTE SCHOOL
OF MASSAGE THERAPY**

Physical Address

1159 Hilltop Drive
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 222-1467

Fax: (530) 222-3489

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment: No

Career Counseling: No

Financial Aid: No

Job Placement: No

On-site Child Care: No

VA Approved: No

TRAINING PROGRAMS

Advanced Therapeutic Massage Course

Certified Massage Therapist Course

NORTH STATE TECHNICAL INSTITUTE

Physical Address

6180 Parallel Road
Anderson, CA 96007

Mailing Address

P. O. Box 359
Anderson, CA 96007

Phone: (530) 378-1093

Fax: (530) 378-1093

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	Yes
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Electronic Security Installation & Design (advanced)

Fire Systems Installation & Design (advanced)

Low-Voltage Electronics Course

Telecommunications: Installation, Service, & Design (advanced)

NORTH VALLEY HELICOPTERS

Physical Address

3775 Flight Avenue
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 222-3122

Fax: (none)

Website: (none)

Accreditation

FAA

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Commercial Pilots License
Flight Instructor Rating
Private Pilots License

PACIFIC TECHNICAL INSTITUTE

Physical Address

1900 Churn Creek Road, Suite 118
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 224-7227

Fax: (530) 224-7226

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	Yes
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

AutoCAD & Drafting Technology
Customer Service Skills & Technology
Electronic Office Equipment Repair Technology
Information Management Technology:
 Billing Clerk
 Medical Secretary
 Receptionist

Retail Clerk

PARTNERSHIP LEARNING CENTER - ANDERSON

Physical Address

2684 Gateway Drive
Anderson, CA 96007

Mailing Address

(same)

Phone: (530) 378-6026

Fax: (530) 365-0801

Website: www.shastapic.com/plc

Accreditation

(none)

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

GED Preparation
High School Diploma Course
Keyboarding
PLATO Tutorial Course
Software Applications Series:
Lotus 1,2,3
Windows 95
WordPerfect

PARTNERSHIP LEARNING CENTER - BURNEY

Physical Address

20375 Tamarack Avenue
Burney, CA 96013

Mailing Address

(same)

Phone: (530) 335-2434

Fax: (530) 335-3115

Website: www.shastapic.com/plc

Accreditation

(none)

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

CNA Remediation Course
GED Preparation
High School Diploma Course
PLATO Tutorial Course

PARTNERSHIP LEARNING CENTER - REDDING

Physical Address

1504 Market Street
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 244-8000

Fax: (530) 244-8006

Website: www.shastapic.com/plc

Accreditation

(none)

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

CBEST Preparation
GED Preparation
Keyboarding
Math, Reading, & Language Arts Tutoring
MSAT Preparation
PLATO Tutorial Course
SAT Preparation
Software Applications Series:
 Lotus 1,2,3
 Windows 95
 WordPerfect

Study Skills Workshops

SHASTA BIBLE COLLEGE

Physical Address

2980 Hartnell Avenue
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 221-4275

Fax: (530) 221-6929

Website: www.shasta.edu

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	Yes

Accreditation

ACSI, TRACS, CPPVE

TRAINING PROGRAMS

Associate Degree in Pre-school Administration
Bachelor Degree in Bible & Theology
Bachelor Degree in Christian Teacher Education
Certificate in Pre-school Ministry

SHASTA SCHOOL OF COSMETOLOGY

Physical Address

678 N. Market Street
Redding, Ca 96003

Mailing Address

(same)

Phone: (530) 243-7990

Fax: (530) 243-7991

Website: (none)

Accreditation

CPPVE

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	Yes
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

TRAINING PROGRAMS

Cosmetology
Instructor Training
Manicuring

SIMPSON COLLEGE

Physical Address

2211 College View Drive
Redding, CA 96003

Mailing Address

(same)

Phone: (530) 224-5606

Fax: (530) 224-5627

Website: www.simpsonca.edu

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	Yes
Job Placement:	No
On-site Child Care:	No
VA Approved:	Yes

Accreditation

WASC

TRAINING PROGRAMS

One-Year Certificate Programs

Biblical Studies

Associate Degrees

Biblical Studies

General Studies

Lay Counseling

Bachelor Degree Programs

Accounting

Biblical Studies

Business & Human Resources
Management

Business Administration

Church Education Ministries

Communication

Cross-Cultural Missions

Diversified Liberal Arts

English

English for Teachers

General Ministry

History

Liberal Studies

Mathematics

Music

Music Education

Pastoral Studies

Preliminary California Teaching
Credential

Psychology

Social Science

Social Science for Teachers

Youth Ministries

Bachelor Degree Completion Programs

(Courses are taught in the evenings)

Business & Human Resources
Management

Liberal Arts

Psychology

SIMPSON COLLEGE (continued)

Graduate Programs

California Clear Teaching Credential

Elementary (multiple subject)

Secondary (single subject)

CA Reading / Language Arts Specialist Credential

Learning Handicapped Specialist Credential

Master of Arts in Christian Ministry

Master of Arts in Education

Master of Arts in Education with:

Clear Teaching Credential

Learning Handicapped Specialist Credential

Prelim. Administrative Services Credential

Reading / Language Arts Specialist Credential

Master of Arts in Missiology

Preliminary Administrative Services Credential

Reading Specialist Credential

SUPERIOR CALIFORNIA ECONOMIC DEVELOPMENT DISTRICT

Physical Address

1420 Butte Street
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 246-3482

Fax: (none)

Website: (none)

Accreditation

(none)

Services Offered

Career Assessment: Yes

Career Counseling: Yes

Financial Aid: No

Job Placement: No

On-site Child Care: No

VA Approved: No

TRAINING PROGRAMS

Micro-enterprise Assistance Program

SYLVAN LEARNING CENTERS

Physical Address

88 Hartnell Avenue
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 221-1115

Fax: (530) 221-1607

Website: <http://www.educate.com/cgi-bin/zipcode.cfm>

Accreditation

CITA (pending)

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	No
Job Placement:	No
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Academic Reading
Beginning Reading
Math (beginning through pre-Algebra)
Study Skills

TRAVEL SCHOOL OF REDDING

Physical Address

227 Locust Street
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 244-1431

Fax: (530) 244-7061

Website: (none)

Accreditation

CPPVE (pending)

Services Offered

Career Assessment:	No
Career Counseling:	No
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Professional Travel Agent

UNITED EDUCATIONAL SERVICES

Physical Address

942 Merchant Street
Redding, CA 96002

Mailing Address

(same)

Phone: (530) 223-6268

Fax: (530) 223-0161

Website: www.unitededucational.com

Accreditation

CPPVE

Services Offered

Career Assessment:	No
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Real Estate Broker License Preparation
Real Estate License Preparation

***REGIONAL
OCCUPATIONAL
PROGRAM***

SHASTA-TRINITY ROP

Physical Address

4659 Eastside Road
Redding, CA 96001

Mailing Address

(same)

Phone: (530) 246-3302

Fax: (530) 246-3306

Website: www.shastalink.k12.ca.us/rop/rop2

Accreditation

California State Department of Education

Services Offered

Career Assessment:	Yes
Career Counseling:	Yes
Financial Aid:	No
Job Placement:	Yes
On-site Child Care:	No
VA Approved:	No

TRAINING PROGRAMS

Administration of Justice
Advanced Agriculture
Ag: Ag Mechanics
Ag: Natural Resources
Ag Resources & Rural Recreation
Animal & Veterinary Careers
Applied Communications
Automotive Certification: ASE
Automotive Specialties
Banking / Financial Occupations
(Beginning & Advanced)
Business Management / Marketing
Business Marketing / Merchandising
Cabinetmaking & Millwork
Careers With Children
Communication for Success
Computer Aided Drafting
Computer Technology
Computerized Accounting
Construction Technology
Cosmetology
Cosmetology: Instructor
Cosmetology: Manicurist
Environmental Landscaping /
Nursery Practices
Equipment Operation & Maintenance
Firefighter Training

Health/Medical Careers:

Central Supply Technician
Certified Nurse Assistant
Core Curriculum
Dental Assisting
Dietary Aide
EKG Technician
Environmental Services
First Responder
Home Health Aide
Lab Assistant / Phlebotomist
Materials Management
Mental Health Worker
Physical Therapy Aide
Radiology Aide
Transport Aide
Unit Clerk Coordinator

Merchandising: Retail Sales
Merchandising: Small Business /
Marketing
Office Technology
Ornamental Horticulture
Private Security Careers
Property Maintenance
Restaurant Occupations
Telecommunications

APPENDIX

